Prince-Mont Swim League

Using Meet Manager

Hy-Tek Meet Manager V2.0

Last update:
June 2007

In the summer of 2002, the Prince-Mont Swim League (PMSL) began using two software programs from Hy-Tek Ltd. **Team Manager** is used by each team to maintain their roster, create meet entries, and maintain meet results. **Meet Manager** is used to run meets. This includes entering times from all the swims, scoring the meet, and exporting the results back to Team Manager.

This document covers the operation of the **Meet Manager** program. It is not intended to be a tutorial on the operation of this program nor on the use of the Windows operating system. Each user of the Meet Manager program is expected to be familiar with basic Windows operations, such as opening and saving files, copying files, and running programs. Each user should also have a basic familiarity with the Hy-Tek software. A user's manual was delivered with each program, and each program also contains on-line help.

The PMSL operation of the two Hy-Tek programs, Team Manager and Meet Manager, are now in separate documents. This was done to make them more manageable in size, and also because different persons are often doing the team management/meet entries and running the meets

Hy-Tek provides free technical support (for licensed users) as follows:

Team Manager 4.0	TM@hy-tekltd.com	(615) 599-4364
Meet Manager 2.0	MM@hy-tekltd.com	(615) 599-4364

PMSL support for use of these programs will be provided by your Division Data Manager and the Technology Committee members listed below. A support web page has been set up at:

http://www.princemont.org/computersupport.html .

Tim Husson	support@princemont.org	(301) 899-2436 home
Technology Committee Chairman		(301) 325-8684 cell **[WEEKENDS ONLY]**

Comments and suggestions on this manual are also welcome to the Technology Committee Chairman.

Contents

Contents

Section 1 - Introduction

1.1 Program Description

Meet Manager 2.0 (hereafter, called Meet Manger or just MM) is used by PMSL teams to run all the league swim meets, including dual meets, Divisional Meets and the All Star Meet. This document will only cover the running of dual meets.

This manual will only cover those features of MM needed for PMSL operations. You can learn how to use other features from the program documentation or the built-in Help.

1.2 Program Versions and Licenses

In order to insure that all teams have the capabilities in MM needed for the current PMSL season, you must be running at least the minimum software versions listed on the PMSL website at http://www.princemont.org/computersupport.html. The version number is shown, along with the name of the license holder, in the box at the lower, left-hand side of the main program screen (see below). Updating to the latest version is free and easy to do using the Check for Updates function in the program. You can also check for the latest version and download the update from the Hy-Tek web site at http://www.hy-tekltd.com/swim/index.html.

Please note that according to the Hy-Tek software license, your Meet Manager license must be in the name of your PMSL team.
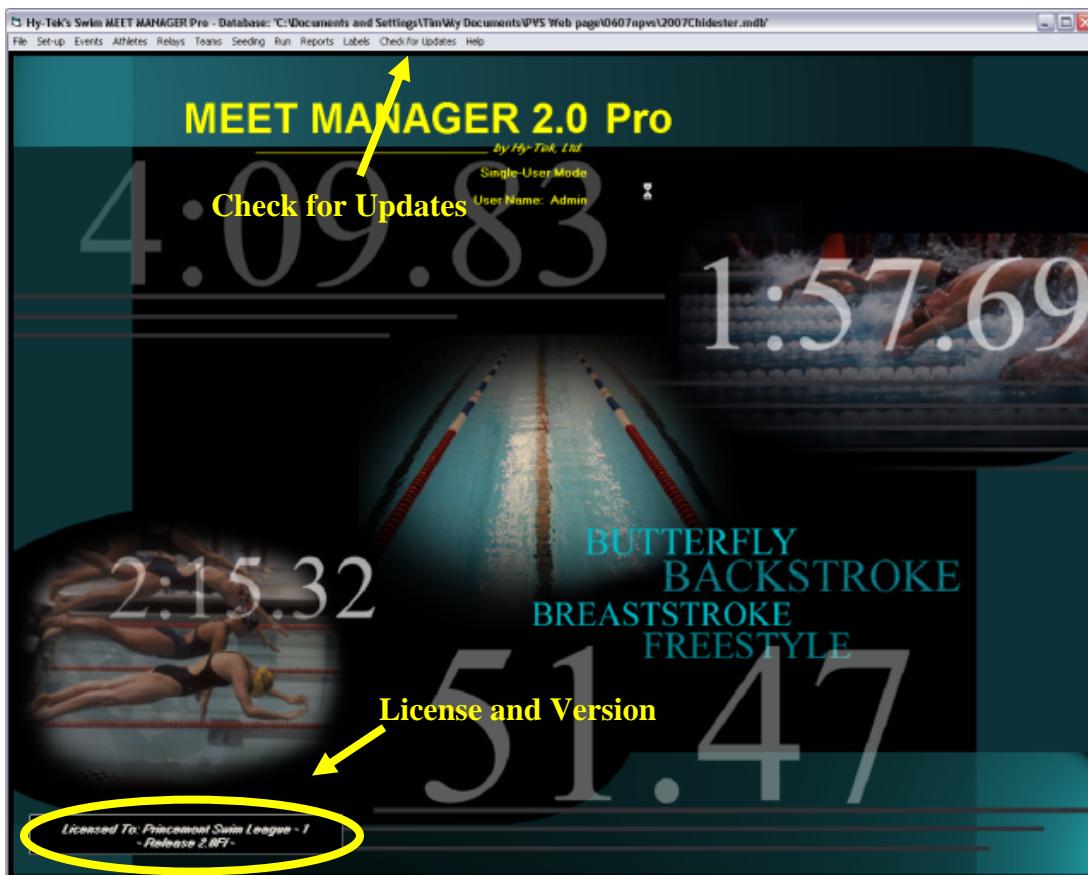
1.3 Computer System Requirements

To run MM, Hy-Tek specifies the minimum hardware configuration needed is any 200 MHz or faster Pentium or equivalent processor with at least 32 MB or memory. The operating system must be Windows 98 or any later Microsoft operating system. Any Windows-supported printer will work with the Hy-Tek software.

1.4 Databases

The Meet Manager program operates on a database file. One meet is one database. A database can be copied and purged of entries/results to set up a similar meet.

Meet Manager has the capability to easily backup and restore the currently active database. You are encouraged to make regular use of this backup capability, especially after the meet. You may also want to make backups at regular intervals during your meets.

The procedures for backing up the database are given in Section 4.1 of this document.

1.5 General Program Setup

There are a lot of options and settings in the program that you can explore on your own. I want to point out two features that may ease your use of the program.

1.5.1 Program Options

The basic version of Meet Manager is all that is required to run a PMSL dual meet. However, if you want to have the program print your ribbon labels (which is a great time and labor savor), you need to have the Award Labels option.

To see what options, if any your version of MM includes, select Help->About from the Main Screen. You will see a box that shows you the version number, the license name and all the options associated with that license.

If you don't have the option, and would like to buy it, the sales contact information for Hy-Tek is given at the bottom of the box.

1.5.2   Printer Preference

Meet Manager DOES NOT use the default Windows printer. You either need to select the printer every time you make a printout. Or, you can set a default printer in MM.

From the Main Screen, select Set-Up-> Report Preferences.

Click the "Printer Set-Up" tab.

Select your default Report (and Label) printers from the pull down lists. The list should contain all printer drivers that you currently have installed on your Windows computer.

In this window, you can also select the default number of copies for all printouts. I suggest that you keep this number as "1". Every print dialog will allow you to change the number for that particular printout.
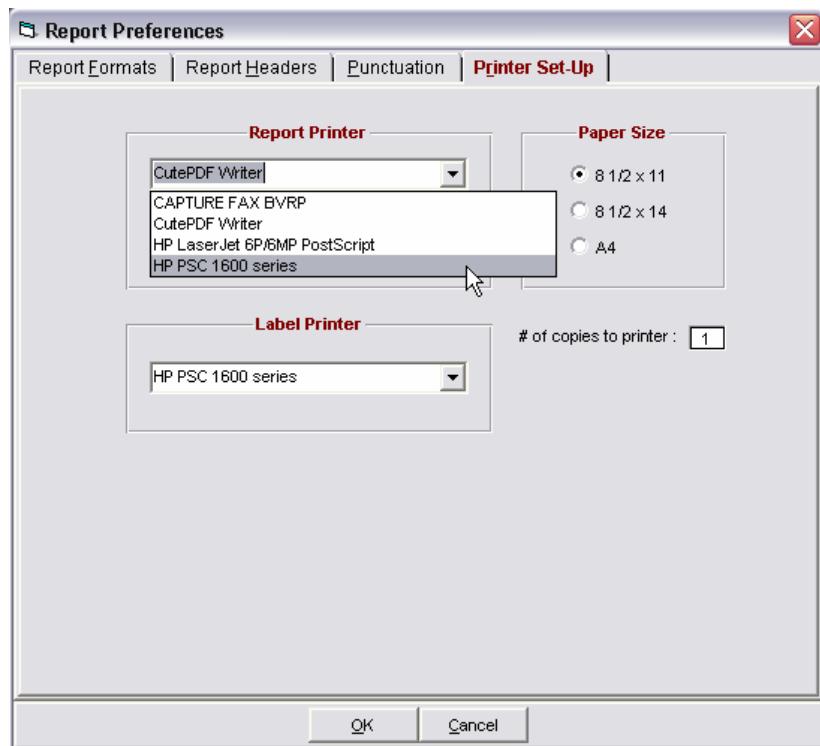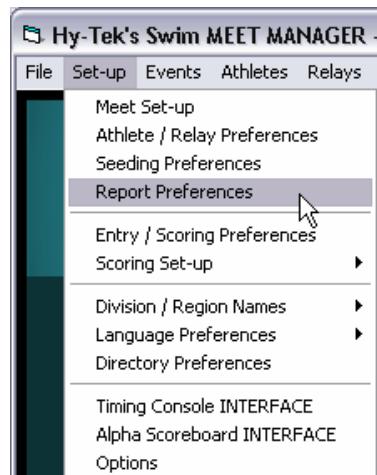
Click "OK" to exit this Preferences box.

1.5.3   Navigating Around the Program

If you are in one of the windows of the program (e.g. Run, Athletes, Teams, Events, etc.) you can close the window and return to the Main Screen by clicking on the red "Close" button in the upper right corner of the window.

Alternatively, you can click the "Exit" button, which is on many of the windows. It is the folder icon with an up arrow.
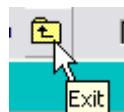
Section 2 – Preparing for the Meet

This section describes the pre-meet process, that is, everything that must be done before the meet. Some of the preparation of the database can even be done before the meet entries are received.

2.1   Creating the Meet Database

Each dual meet requires a new database. First download the Dual Meet database template from the PMSL website at http://www.princemont.org/computersupport.html. DO NOT un-zip the file.

From the Main Screen, select File->Restore.
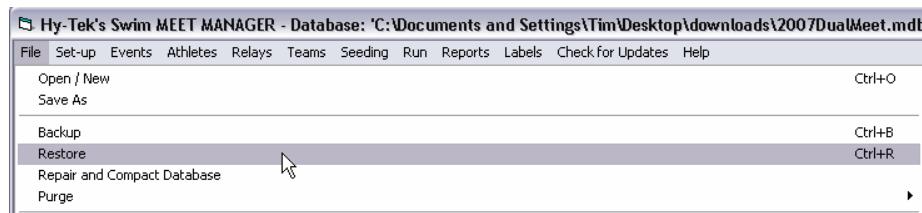
You are presented with four restore options. Select the fourth option "Unzip, copy database to selected folder, and open this new database." Also check the "Rename database" box and give the database a name, as shown below. The convention for naming PMSL dual meet databases is **VisitingTeam@HomeTeam**. Click "OK".
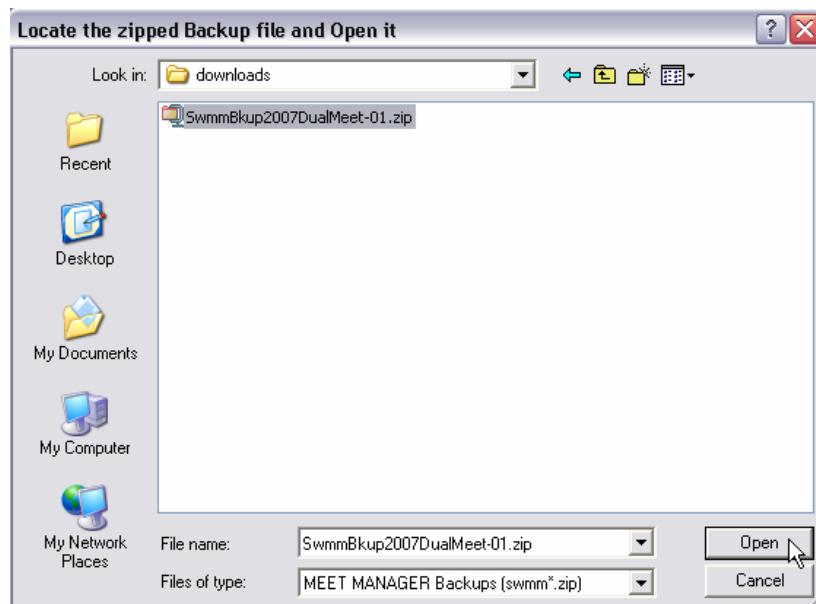
Navigate to where you saved the dual meet template file you downloaded. Select the file. Then click "Open"

In the next box, you select where you want to save the database. Navigate to the drive and directory and then click "OK".

The next box tells you about the backup file you are restoring from. Make sure it is the PMSL Dual Meet template for the current season.

Click "OK".
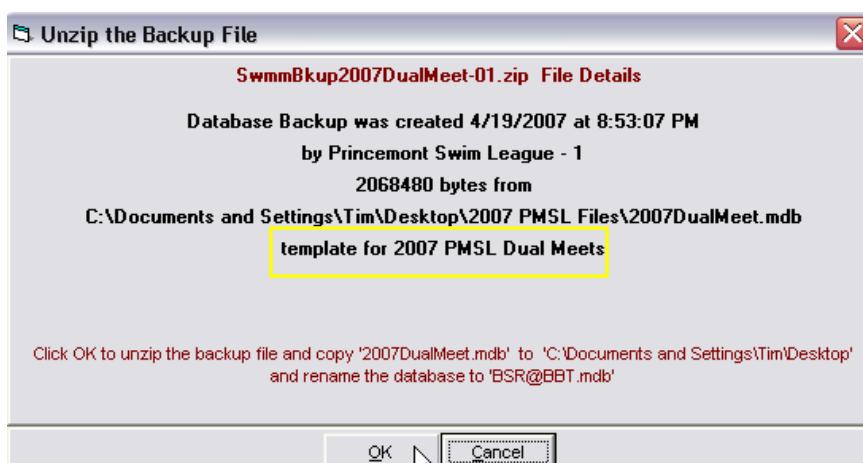
After the restore process is complete, you will get a confirmation showing the drive, directory and filename of your new database. Click "OK".

The bar at the top of the window shows the name of the currently open database file.

2.2   Set Up the Database for the Meet

Now that you've created the database from the template, the next step is to set it up for your meet.

From the Main Screen, select Setup->Meet Setup.
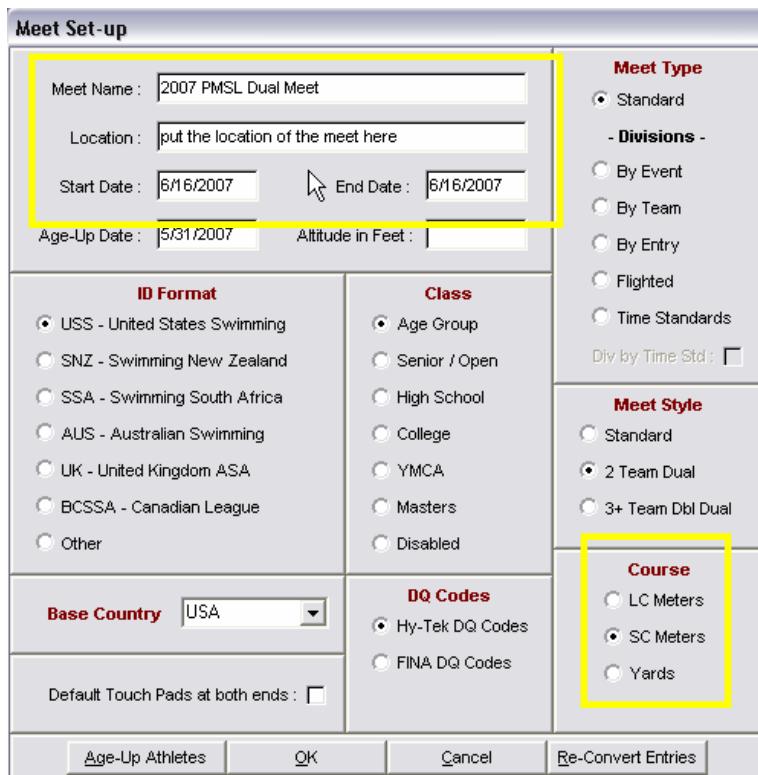
You **MUST** enter:
- Meet Name
- Location
- Start Date
- End Date

For Meet Name, the PMSL convention is **VisitingTeam @ Home Team**.

Make sure to put where the meet will be swum in the Location box (because the home team isn't always the host team).

The Start Date and End Date are the scheduled Saturday of the meet.

If the meet will be in one of the 25 yard pools (e.g. WA, TP, MVP, OH) change the course to Yards. For all other pools, including Adelphi and other non-standard pools, leave the course as SC Meters.

All other fields in this Meet Set-up box should be left unchanged.

Click "OK".

2.3   Non-Standard Pools

For meets in pools which are neither 25Y or 25M in length (except for Adelphi), an additional step must be taken in the setup. The non-standard pools are:
>   Bolling AFB
>   Indian Head
>   New Carrollton
>   Prince George's Pool
>   Theresa Banks
>   West Laurel

If your meet is NOT in one of these pools, you can skip to section 2.4. For these pools, a correction factor will be entered into the database. This correction factor will only be used after the meet, for exporting results back to Team Manager.

From the Main Screen, select Set-up->Entry/Scoring Preferences.

Click the "Results" tab.

The dialog box below will be displayed.
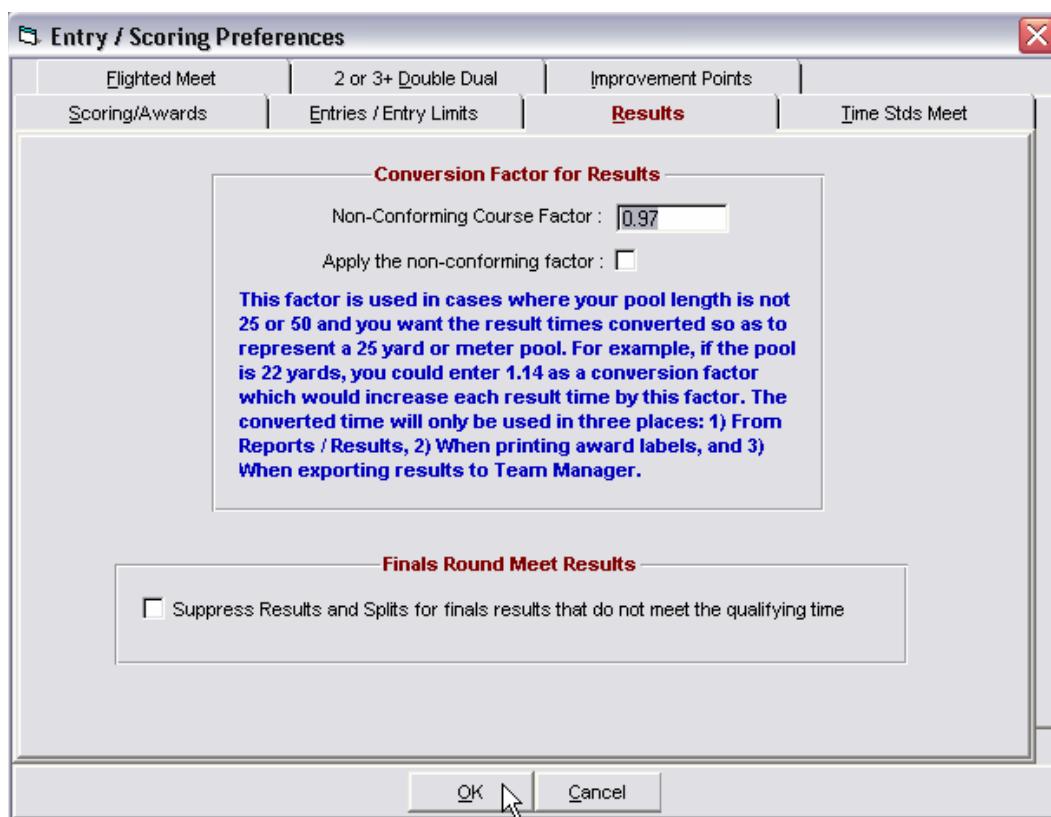
In the box labeled "Non-Conforming Course Factor" enter the value from the table below. DO NOT check the "Apply the non-conforming factor" box at this time.

Pool	Factor
BAF	0.82
IH	0.82
NCR	0.97
PGP	0.96
TB	0.97
WLS	1.02

Click "OK".

2.4 Records

The template database contains the League Records for both 25Y and 25M courses. You may add to your database pool and/or team records. MM 2.0 has a feature where you can have Team Records for both teams and it will only flag the record if a member of that teams breaks it.

If you do not yet have Pool or Team records, it is easy to enter them. You only have to do it once, as you can export the records from one meet database and import them into another one. To learn the procedure for adding records, consult the Meet Manager User's Manual or the on-line Help.

To import your records file, select Events from the Main Screen.

From the Events Screen, select Records.

You will see the League Records shown.

2.4.1   Deleting Records

If the meet is at one of the non-standard pools listed in section 2.3 above, please delete the League Records, as they do not apply to your meet. To delete the League Records, first un-check the "Show Records of Selected Tag only" at the top of the window.

☐ Show Records of Selected Tag Only
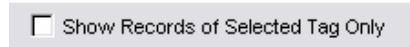
Then click the "Delete" button, which is the black "X" just above the list of records.

		Flag	Team Only	ExhOk	ForeignOk
Delete Selected Record Tag					
U1	League Rec	#	--	☐	☐

Then click "Yes" in the confirmation box.

Hy-Tek's Swim MEET MANAGER 2.0

Delete tag League Rec and ALL records for this tag ?

Yes	No

If you get the following dialog box, click "OK".

Hy-Tek's MEET MANAGER

You must edit the first tag named 'Edit Me' and give it a name such as 'National' before entering records.

OK

2.4.2   Importing Records

If you are going to import both pool records and team records, it is suggested that you import the pool records first.

To import a records file, select Import from the Records window.
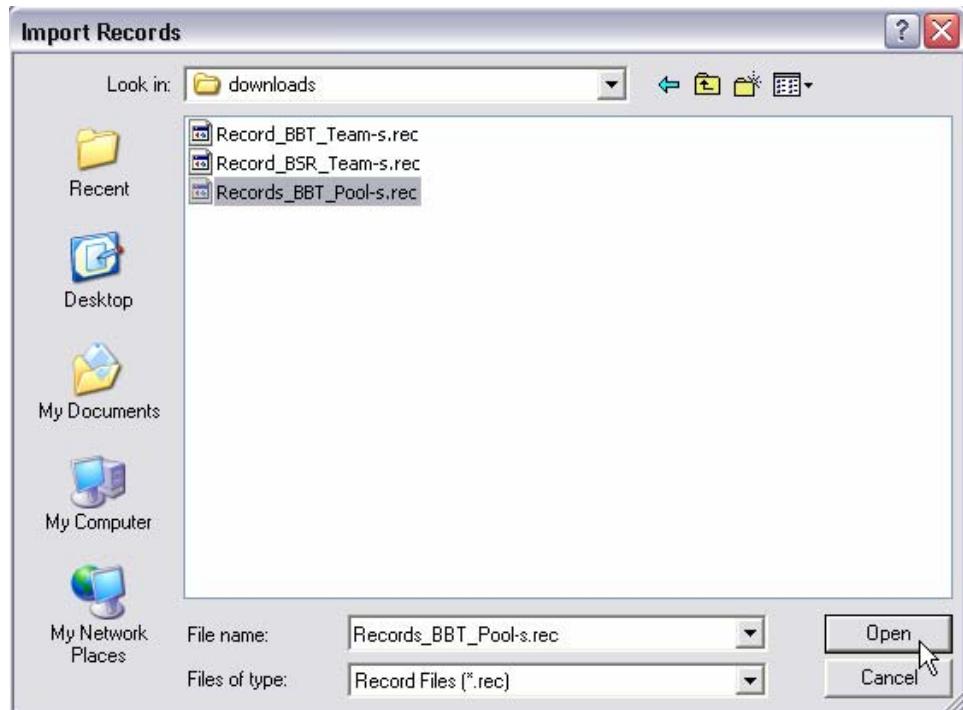
Navigate to the location of the records file. Select the file, then click "Open".

In the "Select New Tag" box, click "OK".

The records just imported will show up in the list.
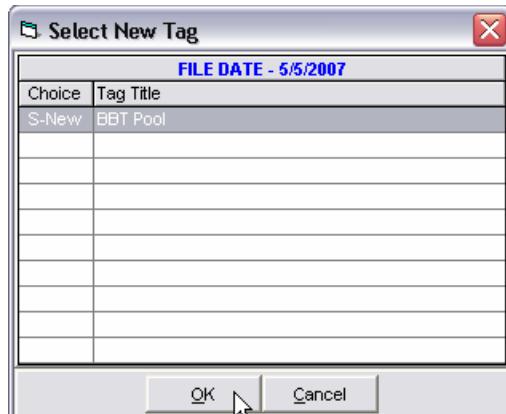
Click on the Tag Name of the records you just imported, then click the "Edit Records" button, which is the "Folder" icon just above the list of records.


Enter a single character into the "Flag" field. This is the character that will be displayed on the printouts if a record is broken. Note that the default flag for League Records is "#". Click "OK".

You can repeat the process for Team Records for one or both of the teams.

You will not be able to set the restriction of Team Records to one team only until after you've imported the entries.

Close the Records window and then the Events window to return to the Main Screen.

2.5   Importing Entries

When you receive entries, you should receive three files from each team:
- o   a Roster file
- o   a Meet Entries file
- o   a Meet Enties Report file

The Meet Entries Report is just a human-readable version of the meet entries. Its purpose is for verification of the entries. You will not need it for the seeding process.

The procedure is to first import the rosters, and then import the meet entries. It is important to import the roster files, because they contain swimmers on the roster, but not currently entered in the meet. If they get entered into the meet on Saturday morning during the Scratch Meeting, they will already be in the database.

2.5.1   Import Rosters

From the Main Screen, select File->Import->Rosters Only.

Navigate to the location of the records file. Select the file, and then click "Open".
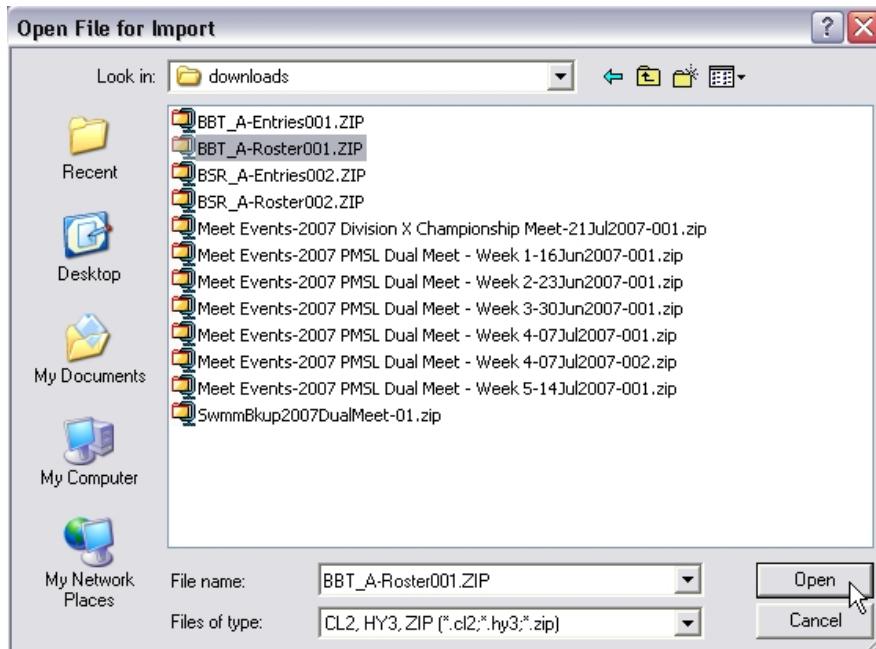
Meet Manager presents you with a dialog box telling you it is going to un-zip the file. Click "OK".


Select the HY3 file, and then click "Open".
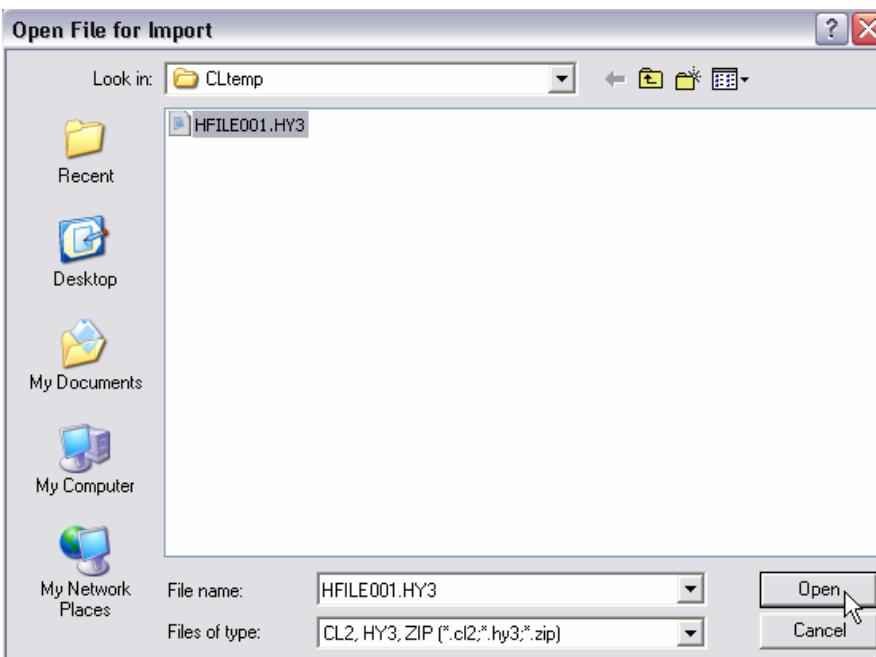
The next box tells you it is a Roster File and when it was created. If you've opened the correct file, click "OK".
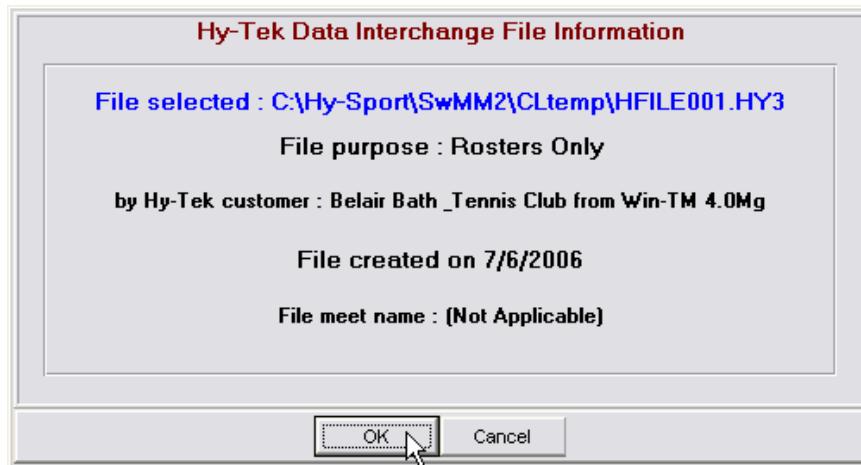

Click "NO" in the dialog box shown below.

You will get a progress box showing the import process. When it is completed, it will show how many swimmers were imported from that roster file. Click "OK".
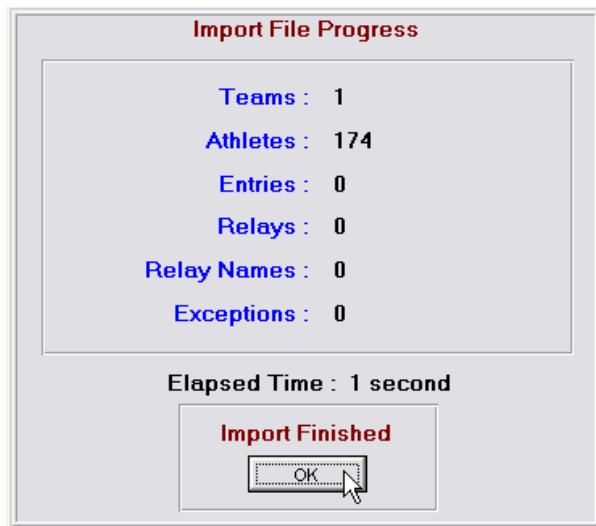

Repeat the Roster Import process for the roster of the second team.

2.5.2 Import Entries

The process for importing entries is very similar to the process for importing rosters. From the Main Screen, select File->Import->Entries.
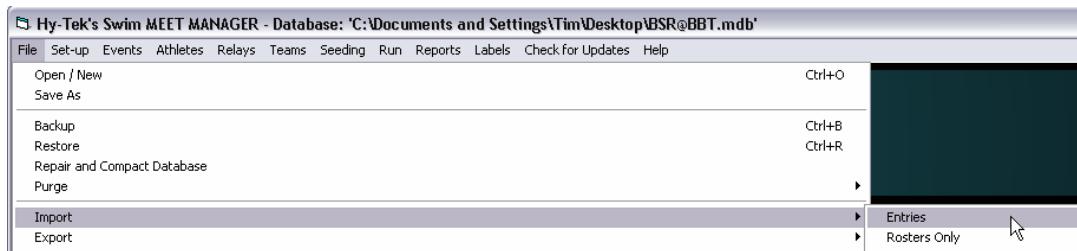
Navigate to the location of the entries file. Select the file, and then click "Open".
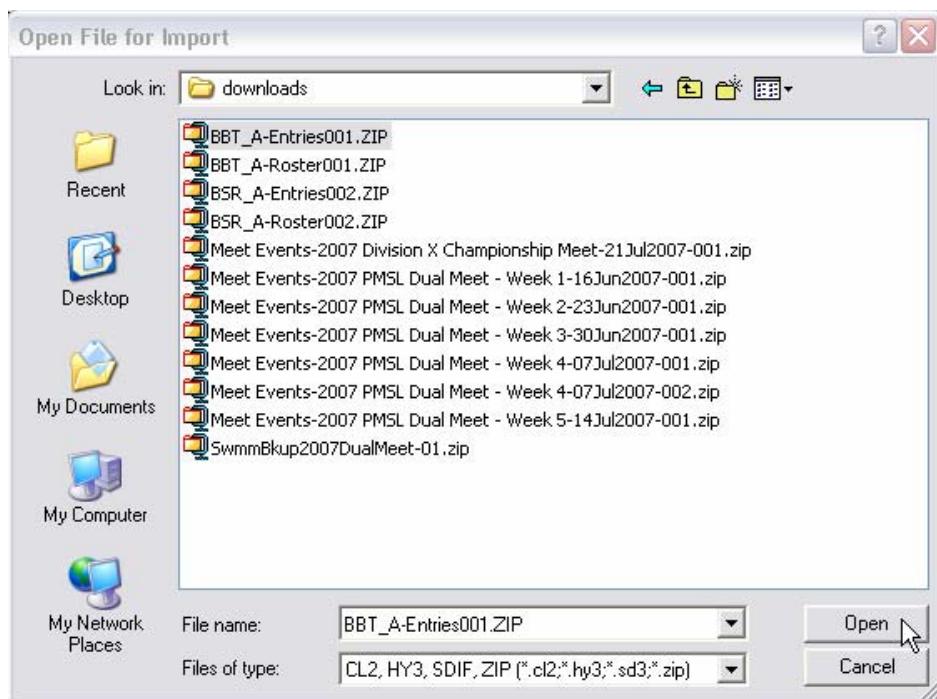
Click "OK" in the dialog box shown below.
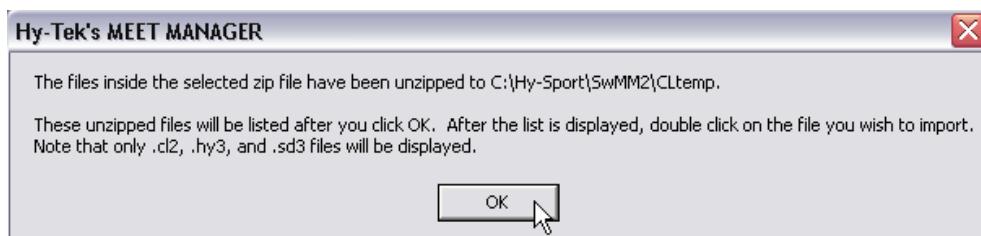
Select the HY3 file, and then click "Open".

The next box tells you it is a Meet Entries File and when it was created. If you've opened the correct file, click "OK".
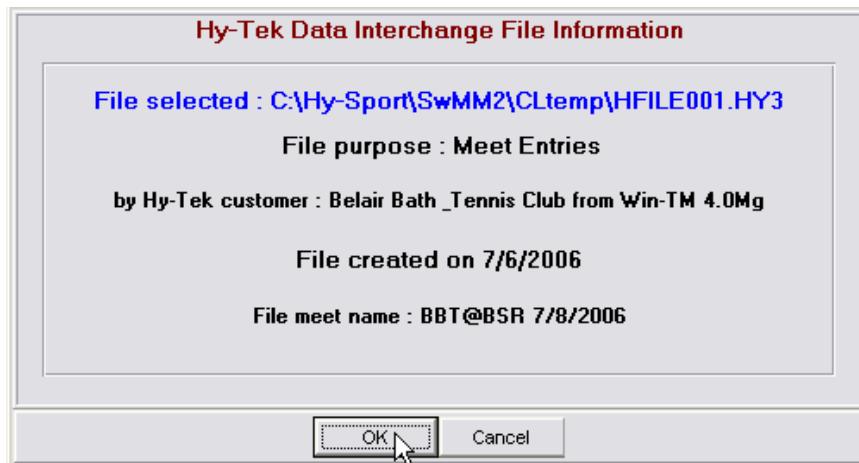

Verify that the first two boxes are checked, and that the bottom three boxes are un-checked. Then, click "OK".

You will get a progress box showing the import process. When it is completed, it will show how many swimmers, entries, and relay entries were imported from that meet entry file. If you notice that a team has no relay entries, make a note of it, because you are going to have to add them later.

Click "OK".
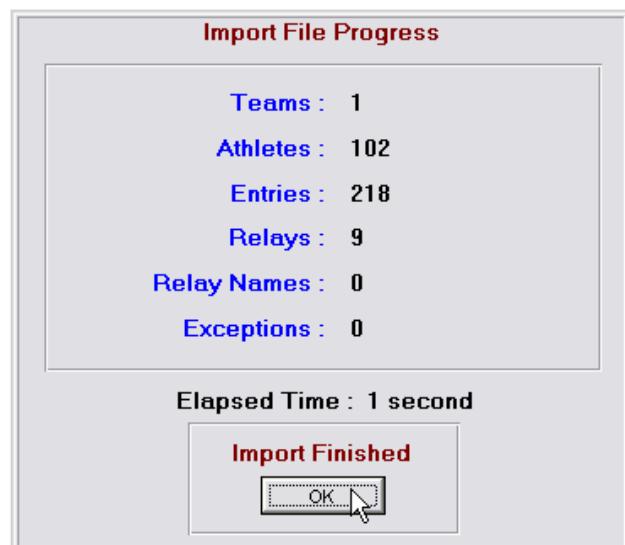
Repeat the Import process for the meet entries of the second team.

2.6 Exception Report

In this process, you are going to have Meet Manager tell you if any swimmers are entered in more than the allowed three individual events.

From the Main Screen, select Reports->Exception Report.

The parameters for the Exception Report should be set up correctly as shown below.
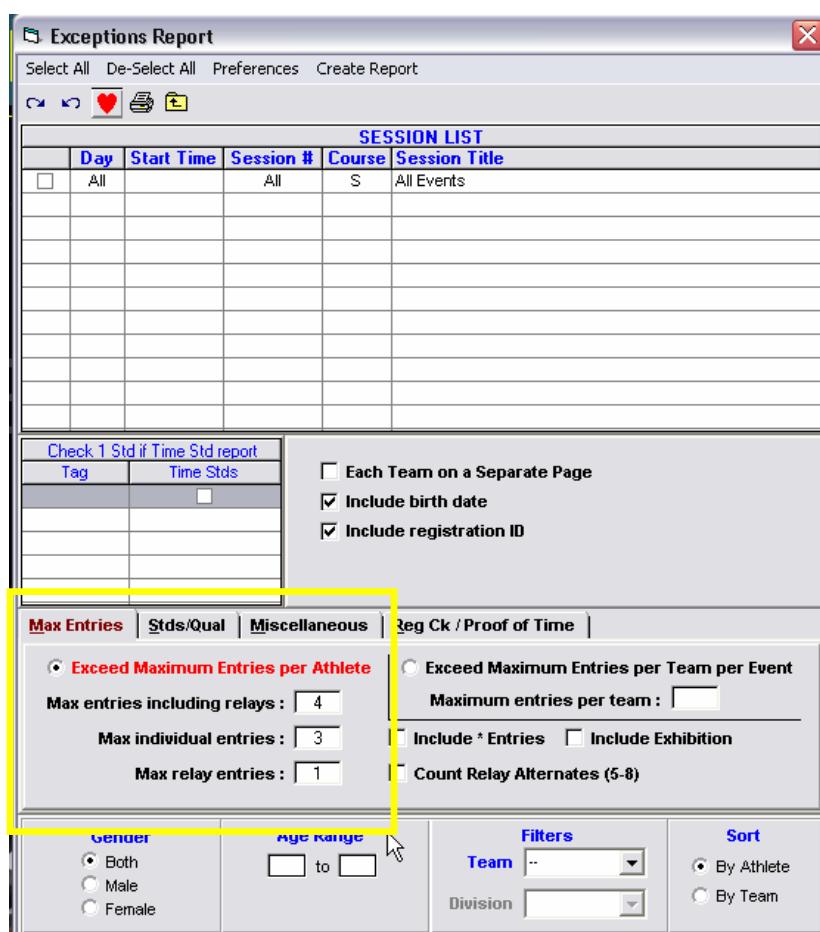
Select "Create Report" from the menu at the top of the box.

If there are no exceptions (that is, no swimmers entered in more than three events), you will get the following message. Click "OK". Then close the Exceptions Report window.

If there are any swimmers listed in the report (example shown below), they must be removed from every event on the list after the first three. There is no choice for which events to remove them from. It is strongly suggested that you print out this report to be able to show to the referee and the coaches which swimmers were removed from which events.

In this case, the swimmer must be removed from Event #44, the Girls 15-18 100 IM.

Close the Exceptions Report window and from the Main Screen, select Athletes.

Navigate to the <u>swimmer of interest</u> and select that swimmer.

The <u>entered events</u> are highlighted in yellow.

To remove the swimmer from an event, un-check the box next to the Event Description. You will be required to confirm that you have the correct event. Click "Yes" if you want to proceed.

That event will change from yellow to white, indicating that the swimmer is no longer in that event.

Repeat this process for any other swimmers that need to be removed from events. Then, close the Athletes window.

2.7 Seeding the Meet

In this section, you will do the actual seeding of the meet. You will complete in five minutes what used to take two or more Clerks-of-Course 45 to 60 minutes to complete.

2.7.1   Select the Lanes

In PMSL, the default seeding is the home team in the odd-numbered lanes and the visiting team in the even-numbered lanes. But, be sure to check with your Meet Manager, to make sure alternate arrangements have not been made.

Before you can seed the teams into heats and lanes, you must tell Meet Manager which team has which lanes. Select Set-Up->Seeding Preferences.

Click the "Dual Meets" tab. The two teams should be listed on the left. Drag the Home Team to the odd-numbered lanes and the Visiting Team to the even-numbered lanes. If you make an error, double clicking on the lane will remove the assignment.

You will end up with lane assignments as shown below.

Make sure the "Use Lane Assignments Above" box is checked. Then click "OK"
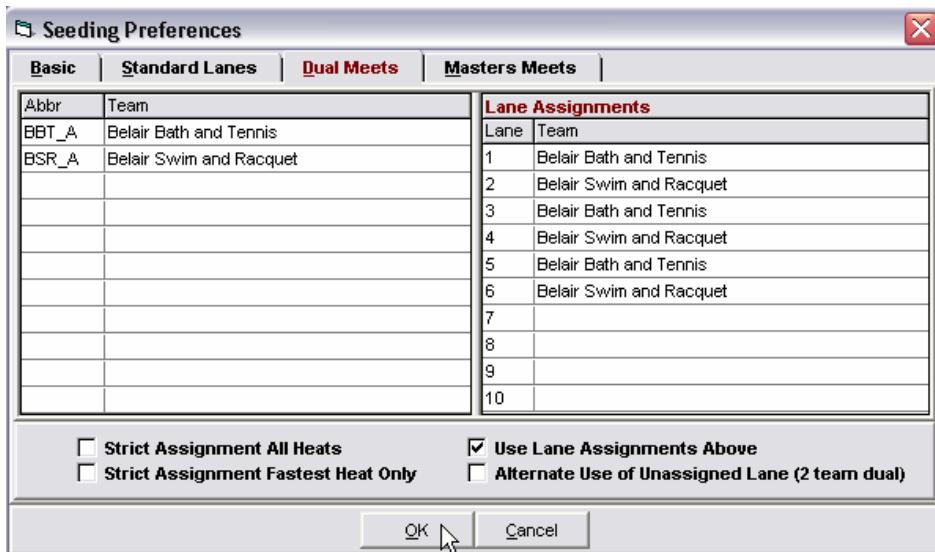
2.7.2 Adding Relays

In doing the meet entries, it is easy to forget to do relay entries. It is also possible to do the relay entries, but not check the "Export Relays" box when creating the meet entries file.

If you noticed that one or both teams don't have relay entries, it is easiest to enter them now before the seeding process. They can also be added after the meet is seeded, if you forget.

From the Main Screen, select Relays. The Relay window shows the Relay Events in the upper left portion of the window and the teams entered in the selected event in the upper right portion of the window.
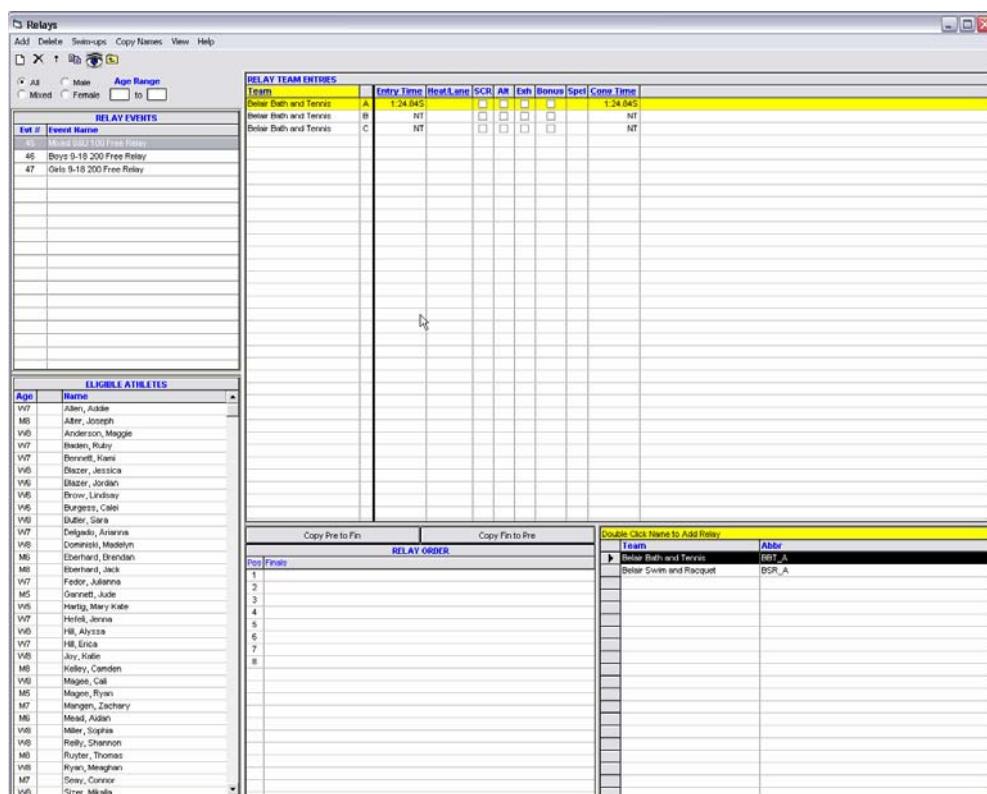
To add a relay, double click the Team Name in the lower right portion of the window. For each entry, you will be asked to select a relay designator. Select A, B and C for the three relays added.

The screen shot below shows the result of adding three BSR relay teams to the selected event (Event #45).
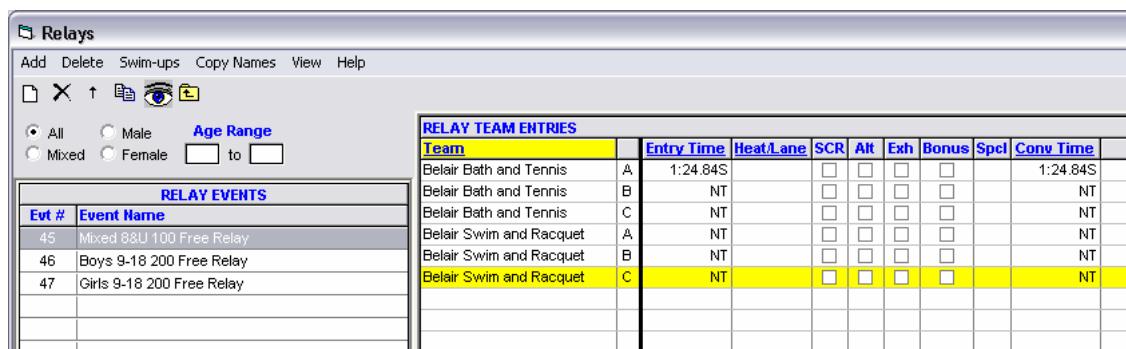
Repeat the process, if needed, for the other two relay events. Then close the Relays window.

2.7.3 Seeding

From the Main Screen, select Seeding. Select "Select All" from the menu at the top of the window. All the events should turn yellow, showing that they are selected.

It is suggested that you check the "Preview each Event" box before you proceed with the seeding. Because you have to handle certain seeding exceptions (described below), you should use this process to quickly review the seeding for each event.

Select "Start Seeding" from the menu. You will see the progress of the seeding at the bottom of the window.

After MM seeds each event, you will get a Preview Adjust Window. This first event shows a single heat with six swimmers. Click "Save". MM will then seed the next event.

The next event shows two heats with nine swimmers. Click "Save"

Continue the process through all 47 events. There are two situations where you will have to make manual adjustments.

1. You must insure that there are at least two swimmers in a heat. This situation can occur when there are 7 or 13 swimmers in an event (in a six-lane pool).
2. If a heat has only two or three swimmers all from the same team, you can move the outside swimmers from their assigned lanes to be next to the other swimmers (this may not occur due to the way MM is currently configured).

Except for these two situations, you should not have to make any adjustments. For most events, you will scan it quickly and then click "Save".

2.7.3.1 Insuring Two Swimmers in a Heat.

If you get to an event with a single swimmer in the first heat (as shown below), you will need to move a swimmer from the second heat to the first heat.

Look for the swimmer from the second heat from the same team as the swimmer in the first heat with the slowest seed time (they will be in either lane 1 or 6). Drag that swimmer to the lane in the first heat next to the other swimmer.

<mark>**Caution: Double check that the swimmer you moved is from the same team as the swimmer already in the first heat.**</mark>

When the process is complete, the box shown below will tell you how many events were seeded. The number should be "47". Click "OK".

Then close the "Seeding the Meet" window.

You can also preview any event in the Seeding window after the seeding process. Select the event by clicking on it. It will turn yellow to show it is selected.

Then click "Preview" from the menu. Adjustments can be made as described above.
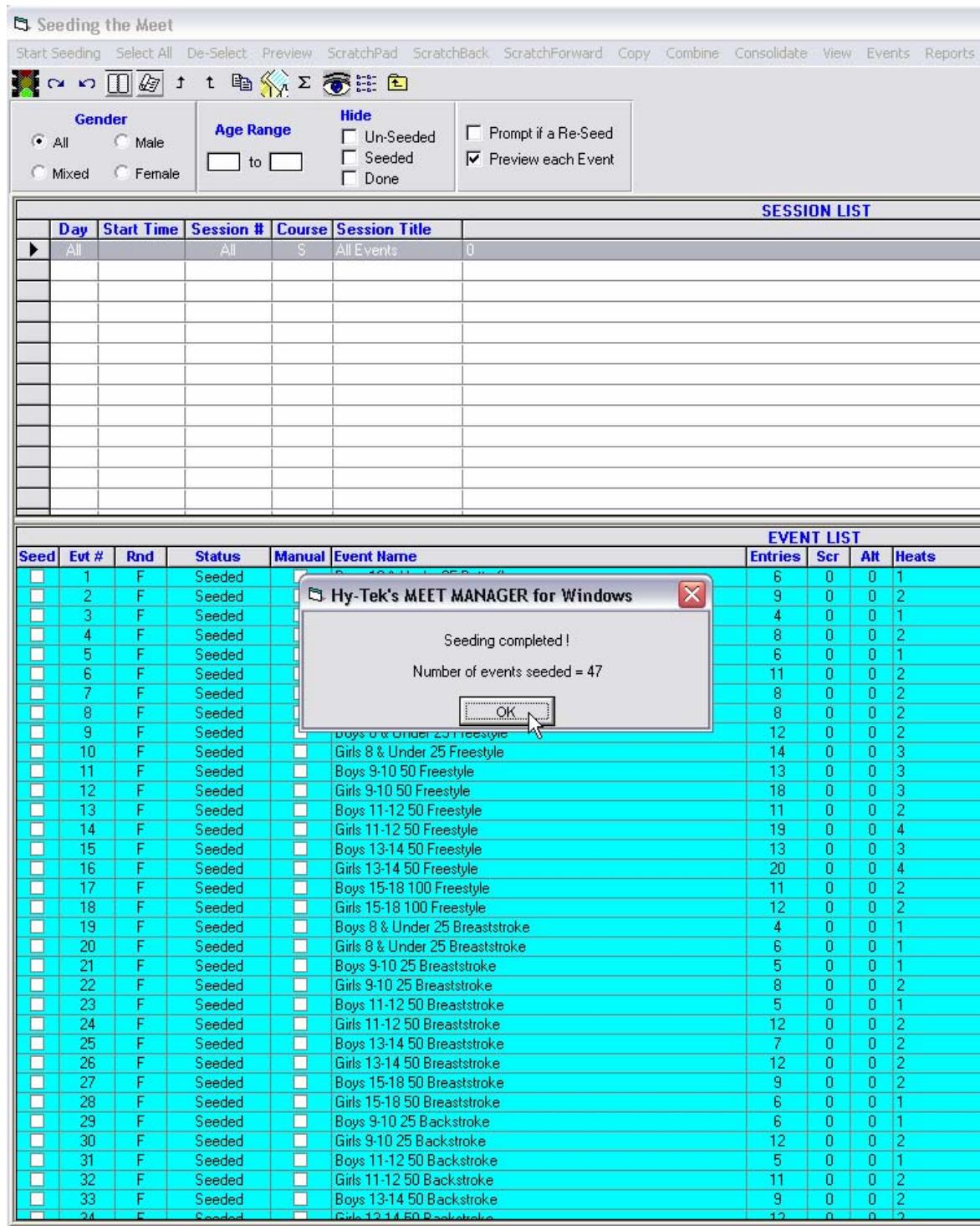
2.8 Select Teams for Scoring and Team Records

Now you can do some team selection set-ups. If you have team records imported, you can select the team to associate with those records. The other required set-up is selecting the teams for scoring.

2.8.1 Select Teams for Scoring

From the Main Screen, select Set-up->Entry/Scoring Preferences.

Click on the "2 or 3+ Double Dual" tab. Then click on the red "Select Teams" button.

Select the "combined" team pairing, as shown below. Then click "Save".
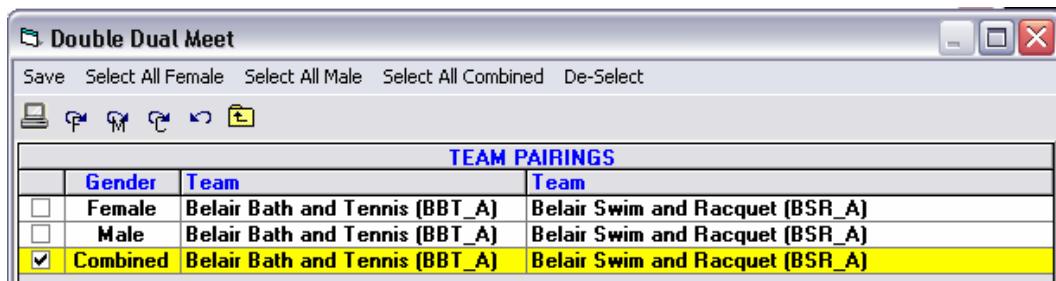
Close the "Entry/Scoring Preferences" window.

2.8.2 Select Teams for Team Records

If you imported team records, you can now go back and designate the team for those records. From the Main Screen, select "Events". Then select "Records" from the menu.

You will see the League Records and any other records you had previously imported, as shown here.

Order	Tag Name	Flag	Team Only	ExhOk	ForeignOk
01	League Rec	#	--	✔	☐
02	BBT Pool	$	--	✔	☐
03	BBT Team	@	--	✔	☐
04	BSR Team	&	--	✔	☐

Order	Tag Name	Flag	Team Only	ExhOk	ForeignOk
01	League Rec	#	--	✔	☐
02	BBT Pool	$	--	✔	☐
03	BBT Team	@	BBT_A	✔	☐
04	BSR Team	&	BSR_A	✔	☐
			--		
			BBT_A		
			BSR_A		

Click on the "Team Only" field of the Team Records, and use the pull-down list to select the team for those records, as shown.

Close the "Records" window. Then, close the "Events" window.

2.9   Printing for the Meet

Now would be a good time to make a backup of your database. It is not required, but provides protection for all the work you've just done. If you don't know how to back up you database, it is described in Section 4.1.

There are two things you need to print from the database before the meet: the meet programs and the lane timer sheets.

2.9.1   Printing Meet Programs

There is no set number of copies of the Meet Program that need to be printed and/or copied. After a few meets, you will come up with the optimal number for your situation. Remember, you can always print additional copies at the meet.

The following people must be provided with Meet Programs to perform their jobs at the meet:
        Coaches (1 or 2 per team)
        Referee
        Starter
        Team Representatives
          (1 per team)
        Clerks of Course
          (1 or 2 per team)
        Computer Operator

Meet Programs for the following people are optional, but may help in the smooth running of the meet:
        Stroke & Turn Judges
          (usually 4 per meet)
        Timers
          (one per lane)
        Announcer

To print the Meet Program, select Reports->Meet Program. The Event List should show the status of all events as "Seeded".

The format and options that you use for printing are your choice, but Triple Column format uses the least paper, and is sufficient for PMSL Meets.
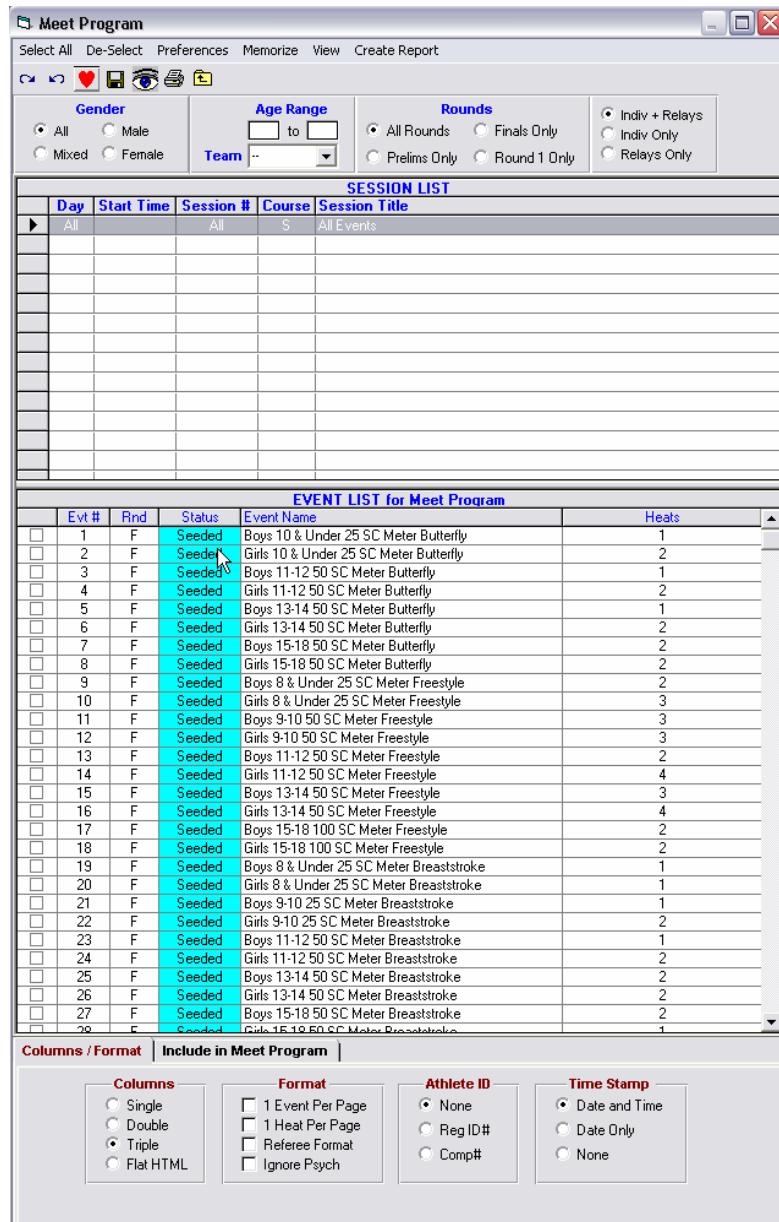
Click on the "Include in Meet Program" tab. You can try different options, but "Records" and "Entry Times" are probably all you need here.

Columns / Format | **Include in Meet Program**

Include in Meet Program

- [x] Records
- [ ] Time Standards
- [ ] Entry Qualifying Time
- [ ] Event Comments
- [x] Entry Times

- [ ] Line For Results
- [ ] Events With No Entries
- [ ] Round 1 Alternates
- [ ] Qualifying Alternates
- [ ] Prior Round Results

- [ ] Heat Start Times
- [ ] Empty Lanes
- [ ] Separate A/B Finals

Relay Athlete Names (0-8) : [   ]
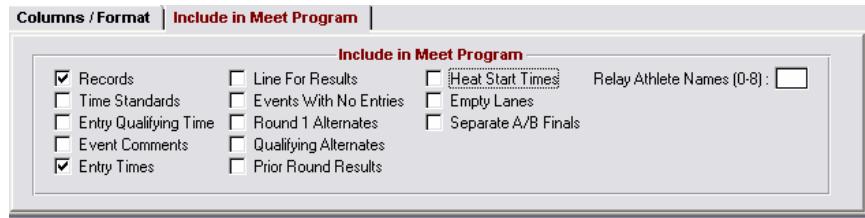
Select "Select All" from the menu at the top of the window. Then select "Create Report".

Princemont Swim League - 1   Hy-Tek's MEET MANAGER 8:06 PM 5/7/2007 Page 1

BSR @ BBT - 6/23/2007
Meet Program

#1 Boys 10 & Under 25 SC Meter Butterfly

|			
League Rec:	15.50	1975	Rick Stuby
BBT Pool:	16.31	1991	Matt Zuiderhof
BBT Team:	17.20	2005	Dennis Witol
BSR Team:	16.40	1979	Mark Irwin

Lane	Name	Age	Team	Seed Time
	Heat 1 of 1 Finals			
1	Kulp, Greg	10	BBT_A	21.72
2	Yaculak, Nick	9	BSR_A	25.41
3	Cranford, Tommy	9	BBT_A	19.59
4	Thompson, Brady	10	BSR_A	23.27
5	Alter, John	10	BBT_A	20.02
6	Scopel, Andrew	9	BSR_A	26.47

#2 Girls 10 & Under 25 SC Meter Butterfly

League Rec:	15.76	1995	Kathryn Gold
BBT Pool:	16.18	2001	Lindsey Magaw
BBT Team:	17.14	1987	K. Hugunin
BSR Team:	16.18	2001	Lindsay Magaw

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			
2	Allen, Hanley	9	BBT_A	26.94
3	Green, Emma	9	BBT_A	23.11
4	Kolb, Caitlin	10	BSR_A	25.94
	Heat 2 of 2 Finals			
1	Witol, Barbara	10	BBT_A	21.75
2	Gehring, Melissa	9	BSR_A	22.79
3	Hill, Ashleigh	10	BBT_A	19.84
4	Enoch, Geordie	10	BSR_A	16.66
5	Long, Kelly	9	BBT_A	19.84
6	Wenzel, Mary	9	BSR_A	23.53

#3 Boys 11-12 50 SC Meter Butterfly

League Rec:	31.37	1993	Delonte Stephens
BBT Pool:	31.78	1982	Mark Henderson
BBT Team:	33.28	1986	P. Garnett
BSR Team:	33.35	2006	Adam Enoch

Lane	Name	Age	Team	Seed Time
	Heat 1 of 1 Finals			
2	Brother, Charles	12	BBT_A	38.08
3	Williams, Thomas	12	BBT_A	34.32
4	Enoch, Adam	12	BSR_A	35.09
5	Williams, Bryan	12	BBT_A	38.69

#4 Girls 11-12 50 SC Meter Butterfly

League Rec:	31.53	1997	Kathryn Gold
BBT Pool:	32.90	1980	Becky Anderson
BBT Team:	32.80	1980	B. Anderson
BSR Team:	33.66	1980	Teri Messenger

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			
3	Schumacher, Jamie	11	BSR_A	49.90
4	Boegel, Natalie	12	BSR_A	NT
	Heat 2 of 2 Finals			
1	Adams, Hannah	11	BBT_A	55.27
2	Scopel, Maggie	12	BSR_A	46.65
3	Schult, Nicki	12	BBT_A	37.35
4	Morgan, Jenna	11	BSR_A	44.81
5	Long, Emily	12	BBT_A	49.55

#5 Boys 13-14 50 SC Meter Butterfly

League Rec:	27.82	2004	Joshua Huger
BBT Pool:	28.25	2004	Joshua Huger
BBT Team:	29.10	1980	B. Griffith
BSR Team:	29.42	2004	Alex Smith

Lane	Name	Age	Team	Seed Time
	Heat 1 of 1 Finals			
1	Morgan, Zachary	14	BSR_A	35.63
2	Husson, Patrick	14	BSR_A	35.04
3	Laufer, Brian	14	BBT_A	31.26
4	Cooke, Michael	14	BSR_A	31.45
5	Garnett, Mark	13	BBT_A	31.37
6	Geary, Patrick	13	BSR_A	51.93

#6 Girls 13-14 50 SC Meter Butterfly

League Rec:	29.94	1998	Jessica Brosch
BBT Pool:	30.68	2002	Allison Stevens
BBT Team:	32.21	1995	L. Mathers
BSR Team:	30.68	1982	Teri Messenger

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			
1	Garnto, Heather	13	BSR_A	52.19
2	Kaercher, Kathleen	13	BSR_A	45.47
3	Bragg, Sara	13	BBT_A	44.06
4	Deklau, Lisa	13	BSR_A	41.14
5	Rigby, Alexandra	14	BBT_A	45.59
	Heat 2 of 2 Finals			
1	Anderson, Rebecca	14	BBT_A	36.34
2	Kelly, Grace	14	BSR_A	35.69
3	Morse, Emily	14	BBT_A	32.60
4	Gehring, Allison	14	BSR_A	35.24
5	Schult, Patti	14	BBT_A	35.99
6	Donovan, Meghan	14	BSR_A	38.34

#7 Boys 15-18 50 SC Meter Butterfly

League Rec:	26.13	1988	Mark Henderson
BBT Pool:	27.75	1983	Brett Griffith
BBT Team:	27.25	1983	B. Griffith
BSR Team:	28.02	2005	Alex Chen

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			
3	Donovan, John	15	BSR_A	33.76
4	Peart, Michael	15	BSR_A	39.37
	Heat 2 of 2 Finals			
1	Cressman, Anthony	18	BBT_A	34.68
2	Chen, Alex	18	BSR_A	28.59
3	Garnett, Matt	15	BBT_A	29.97
4	Smith, Alex	16	BSR_A	28.53
5	Sminkey, Jack	17	BBT_A	31.19
6	Calderon, Miguel	16	BSR_A	32.52

#8 Girls 15-18 50 SC Meter Butterfly

League Rec:	29.54	1987	Pam Franklin
BBT Pool:	29.93	1987	Pam Franklin
BBT Team:	31.40	1978	B. Shycoff
BSR Team:	30.32	1983	Teri Messenger

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			
3	Keller, Kristen	17	BBT_A	35.70

Heat 2 of 2 Finals

Lane	Name	Age	Team	Seed Time
1	Janikowsky, Leslie	17	BBT_A	34.35
2	Masino, Melissa	16	BSR_A	41.43
3	Cranford, Victoria	17	BBT_A	32.91
4	Swensen, Kelsey	15	BBT_A	35.19
5	Kulp, Rosemary	16	BBT_A	34.29
6	Chambers, Melanie	17	BBT_A	34.50

#9 Boys 8 & Under 25 SC Meter Freestyle

League Rec:	15.50	1968	Mike Clairmont
BBT Pool:	16.98	2002	Brian O'Mahoney
BBT Team:	16.98	2002	Brian O'Mahoney
BSR Team:	16.82	1992	Mike Corradini

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			
1	Swisher, Austin	8	BBT_A	33.50
2	Yaculak, Chase	5	BSR_A	47.69
3	Mead, Aidan	6	BBT_A	30.44
4	Brennan, Conor	7	BSR_A	38.23
5	Garnett, Jude	5	BBT_A	31.19
6	Al-Higazine, Jordan	8	BSR_A	NT
	Heat 2 of 2 Finals			
1	Eberhard, Jack	8	BBT_A	24.29
2	Colgan, Shane	8	BSR_A	22.09
3	Williams, Chad	8	BBT_A	19.85
4	Yaculak, Spencer	7	BSR_A	21.65
5	Alter, Joseph	8	BBT_A	20.08
6	Wilson, Ryan	7	BSR_A	36.32

#10 Girls 8 & Under 25 SC Meter Freestyle

League Rec:	16.00	1978	Danielle Mackey
BBT Pool:	16.47	2002	Tiffany Willacy
BBT Team:	17.89	1994	C. Dantone
BSR Team:	16.95	2004	Geordie Enoch

Lane	Name	Age	Team	Seed Time
	Heat 1 of 3 Finals			
3	Dominiski, Madelyn	8	BBT_A	26.99
4	Wright, Amber	8	BBT_A	28.00
	Heat 2 of 3 Finals			
1	Bennett, Kami	7	BBT_A	26.76
2	Rottmann, Jessa	8	BSR_A	NT
3	Allen, Addie	7	BBT_A	22.57
4	Garland, Abby	8	BSR_A	33.42
5	Reilly, Shannon	8	BBT_A	23.35
6	Anderson, Maggie	8	BBT_A	26.89
	Heat 3 of 3 Finals			
1	Magee, Cali	8	BBT_A	21.83
2	Cooke, Kelly	6	BSR_A	24.83
3	Hill, Alyssa	8	BBT_A	21.40
4	Schumacher, Mikey	8	BSR_A	22.73
5	Hill, Erica	7	BBT_A	21.65
6	Yaculak, Alex	6	BSR_A	28.29

#11 Boys 9-10 50 SC Meter Freestyle

League Rec:	30.38	2005	Matthew Gibson
BBT Pool:	32.19	1994	Chris Gibson
BBT Team:	34.59	1999	Paul Garnett
BSR Team:	33.11	1998	Alex Chen

Lane	Name	Age	Team	Seed Time
	Heat 1 of 2 Finals			

The report preview will show you what the Meet Program will look like. If you don't like the format, you can close the preview window, select different options and try again.

To print the Meet Program report from the Report Preview Screen, use the buttons at the top of the screen.

Print
Select another Printer
Export the report as a File
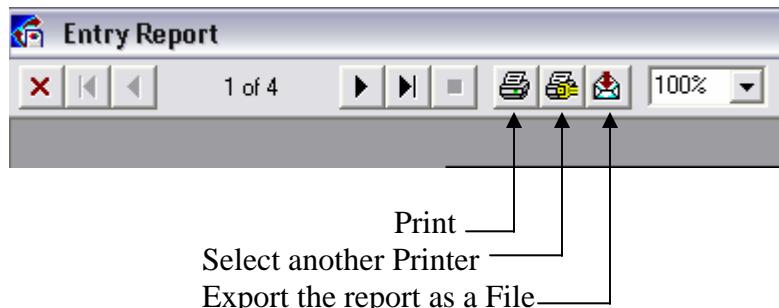
You can print one copy, and then make additional copies. Or, you can print multiple copies on your printer. Your choice of how to make the number of copies required depends on what type of printer you have and/or your access to a copy machine.

2.9.2   Printing Lane Timer Sheets

Your last, and biggest printing job, is the Lane Timer Sheets. But remember, you didn't have to print entry labels and do timer cards.

To print the Lane Timer Sheets, select Reports->Lane/Timer Sheets.

There are several ways to print these sheets, but here is what I've found the best way.
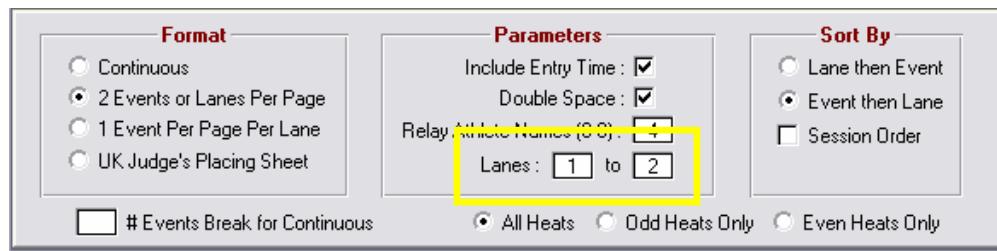
For "Format", select "2 Events or Lanes Per Page". For "Sort By", select "Event then Lane". Also have the "Include Entry Time" and "Double Space" checked.

HINT: If you print only two lanes at a time (as I've highlighted above), you will get a stack of 44 sheets of paper (we don't print the relay events, as I'll explain later). You can then cut the stack in half and have a collated stack ready to go on the lane timer's clipboard

Select "Select All" from the menu at the top of the window. Then scroll down the list of events and un-select the relay events (event #s 45, 46 and 47) by clicking on them.

Event List showing relay events un-selected.

✔	40	F	Seeded	Girls 12 & Under 100 SC Meter IM	1
✔	41	F	Seeded	Boys 13-14 100 SC Meter IM	2
✔	42	F	Seeded	Girls 13-14 100 SC Meter IM	2
✔	43	F	Seeded	Boys 15-18 100 SC Meter IM	2
✔	44	F	Seeded	Girls 15-18 100 SC Meter IM	2
☐	45	F	Seeded	Mixed 8 & Under 100 SC Meter Freestyle Relay	1
☐	46	F	Seeded	Boys 9-18 200 SC Meter Freestyle Relay	1
☐	47	F	Seeded	Girls 9-18 200 SC Meter Freestyle Relay	1

Select "Create Report" to get the report preview.

Event 1 Boys 10 & Under 25 SC Meter Butterfly Finals   Official Time

Lane 1   Heat 1   Kulp, Greg 10   BBT_A   21.72   _____ _____ _____ _____

Event 1 Boys 10 & Under 25 SC Meter Butterfly Finals   Official Time

Lane 2   Heat 1   Yaculak, Nick 9   BSR_A   25.41   _____ _____ _____ _____

If it is correct, print one copy. Remember that for the two lanes you are printing, you will print 44 sheets of paper.

Repeat this process two lanes at a time until you have printed all the lane timer sheets.

2.10   What to Take to the Meet

Now that you've completed the pre-meet process, you can gather up all the things you need to take to the meet.

I've put together a small checklist of items you should take with you (or make sure someone provides). You should actually create your own customized list.

> Computer
> Printer
> Backup of the Meet Database on a floppy disk, CD, DVD, or USB drive
> Printer paper
> Printer labels (if you are going to do award labels from MM)
> Meet Programs
> Lane Timer Sheets
> Forms (on paper, or electronic copies that you can print at the meet):
>> Scratch Log
>> Relay Entry Sheets
>> Reseed Sheets

All the forms can be downloaded from the PMSL web site. You may also want a mouse for the computer, and need a power strip to plug it all in.

Section 3 – At the Meet

This section describes what you do at the meet.

3.1   Scratch Meeting

The PMSL scratch rules are described elsewhere. The scratch process is to allow a team to substitute for swimmers that are seeded, but are not at the meet.

NOTE #1:
If a team does not have a substitute for a no-show swimmer, they DO NOT need to report the scratch. The swimmer will just be treated as a no-show for the swim.

NOTE #2:
Under NO circumstances, may a swimmer be moved from one event to another event. The only substitutions allowed are swimmers that are not already entered in their maximum of three individual events.

Thirty minutes prior to the start of the meet, the Referee should meet with the coaches, or representatives from both teams. The Computer Operator and the Head Clerk-of-Course should also be there.

The coaches (or their representatives) will present any substitutions for no-show swimmers. The Referee, Clerk-of-Course and you should note the changes on your Meet Programs. You should also fill out the Scratch Log (shown) below. This is the official record of the changes.

Scratch Log

Meet ___BSR @ BBT___

Date ___6/23/2007___

Team	Scratched Swimmer	Event	Heat	Lane	Replacement Swimmer
BSR	Maggie Scopel	4	2	2	Niya Ross
BSR	Maggie Scopel	14	4	2	Niya Ross
BSR	Maggie Scopel	32	2	2	Allison Meyers

After the meeting, the Computer Operator must (1) make the changes in the database, and (2) make the changes on the Lane Timer Sheets.

3.1.1   Making the Changes in the Database

From the Main Screen, select "Athletes". Scroll down until you see the swimmer you need to scratch. Click on the swimmer's name to select him/her.

At the bottom of the window, you will see the events where he/she was entered (highlighted in yellow).

Click the "SCR" box next to the Heat/Lane to scratch the swimmer. You will be asked to confirm your action.
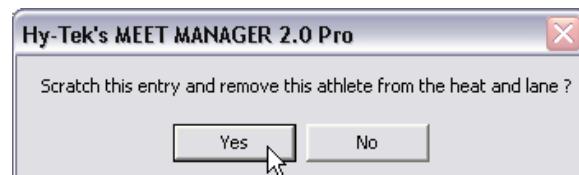
As an alternative to remove the swimmer from the event, un-check the box next to the event. You will be asked to confirm each action.

The first option is preferred as it maintains in the database the fact that the swimmer was originally seeded in the event.

Repeat for the any events that swimmer is scratching. The event list for the swimmer should now look like this.

Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spec
4	Girls 11-12 50 Fly	☑	46.65S		☑	☐	☐	☐	
14	Girls 11-12 50 Free	☑	35.59S		☑	☐	☐	☐	
24	Girls 11-12 50 Breast	☐			☐	☐	☐	☐	
32	Girls 11-12 50 Back	☑	45.81S		☑	☐	☐	☐	
40	Girls 12&U 100 IM	☐			☐	☐	☐	☐	

Now, go to the first replacement swimmer.

	Rigby	Alexandra		F	14		BBT_A	Belair Bath and Tennis
	Rigby	Steven		M	10		BBT_A	Belair Bath and Tennis
	Rogofsky	Emilie		F	9		BSR_A	Belair Swim and Racquet
	Ross	Nandi		F	13		BSR_A	Belair Swim and Racquet
▶	Ross	Niya		F	12		BSR_A	Belair Swim and Racquet
	Rottmann	Eric		M	6		BSR_A	Belair Swim and Racquet
	Rottmann	Jessa		F	8		BSR_A	Belair Swim and Racquet

To enter her in the event, check the box next to the event. Click in the Heat/Lane box for that event and enter the heat and lane as "heat" "slash" "lane". Press "Enter".

Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spec
4	Girls 11-12 50 Fly	☑		2/2	☐	☐	☐	☐	
14	Girls 11-12 50 Free	☐			☐	☐	☐	☐	
24	Girls 11-12 50 Breast	☐			☐	☐	☐	☐	
32	Girls 11-12 50 Back	☐			☐	☐	☐	☐	
40	Girls 12&U 100 IM	☐			☐	☐	☐	☐	

Repeat the process for any other events for that swimmer.

Evt #	Eligible Events		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spec
4	Girls 11-12 50 Fly	☑		2/2	☐	☐	☐	☐	
14	Girls 11-12 50 Free	☑		4/2	☐	☐	☐	☐	
24	Girls 11-12 50 Breast	☐			☐	☐	☐	☐	
32	Girls 11-12 50 Back	☐			☐	☐	☐	☐	
40	Girls 12&U 100 IM	☐			☐	☐	☐	☐	

Repeat the process for the remaining replacement swimmers.

3.1.2   Making the Changes on the Lane Timer Sheets

Go through the Lane Timer sheets and cross out the name of the replaced swimmer and write in the name of the replacement swimmer.

The reason you do this is to prevent the timers from looking for the wrong swimmer.

The number of changes in the meet should be small, so this process should not take you long to complete. If you are concerned about completing it before the meet, make the changes to the Lane Timer sheets before you make the changes in the database.

3.2   Entering Results

The "Run" screen is where you enter results and score the events.

Select the active event from the Event List in the upper left corner of the window. Results will be entered in the "Finals Time" column, which is highlighted on the lower portion of the window.

To enter a time, click in the Finals Time box for the swimmer. Enter the time using just the numbers, without any punctuation. For example to enter the time 21.34, enter "2", "1", "3", "4".

To get to the next swimmer, you can click on the Finals Time box for that swimmer. You can also use the "Enter" key, the "Tab" key or the Arrow keys to move between the fields. Use whatever works best for you.

If you make an error, click on the time. Then, re-enter the new time.

If you have a no-show swimmer, enter "NS" in the box where the time would be. Meet Manager will not allow you to score an event until every swimmer is accounted for.

3.3   Scoring the Event

After you have entered a time for every swimmer, in every heat, the Event Status changes from "Seeded" to "Done".

To score the event, click on the "Score" button, or type "Ctrl-S". The event will be scored and you will get a Results Report for that event in the Report Preview window.

To control the formatting of this report, you can set your preferences from the Run Window. From the Run Window, Preferences->Results for List and Score.

Here you can select what you want on the printout and how you want it formatted.

You will want to print at least two copies of this report. One for verification and to keep for your reference. The other copy will go to the announcer, and is often posted somewhere at the pool for swimmers and parents to view.

3.3.1   Verification of Data Entry

The data entry is usually a two-person job, with one person entering the data and the other person reading the times. It is suggested that the two data entry persons do a 100% verification of the tines by reading them back and comparing with what was entered.

In addition, it is suggested that an additional verification be done. Since we no longer do manual scoring of the events, the two people that used to do that job (one from each team) can do the verification. By comparing the printout to the Lane Timer sheets, they provide another level of confidence in the data entry and subsequent scoring process.

After the verification is complete, the printout and lane timer sheets come back to you and you can release the results to the announcer and print the ribbon labels.

3.4   Printing Ribbon Labels

Since most of us now use labels that come in sheets of 30 (or some other number), it is more efficient to print labels for multiple events at one time. Since most teams only award six ribbons per event, you could theoretically print up to five events of ribbon labels on one sheet. You need to decide what works best for your team.

To print the labels from the Main Screen or the Run Screen, select Labels->Award Labels.
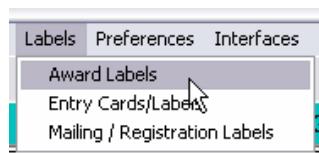
Select the events to print by clicking on the event (they turn yellow).

Verify the Label Selection and any settings at the bottom of the box are as you want.

Then select "Create Labels".

The Report Preview screen will display what the output will look like (see next page). From there you can print them (**make sure to put the labels in the printer**). Or, you can cancel without printing.

Since you are not printing labels after every event, it is extremely important that you keep track of which events you have printed. Generating two sets of labels or missing an event are things you want to avoid.

Hy-Tek has recently added a feature that can help you keep track. After you print a set of labels you will be returned to the Award Labels box (shown above). You can then check the boxes in the "Printed" column next to the events you just printed. Then, next time you go to print labels, you will see which ones have been checked.

NOTE: The software does not automatically check off the events you have printed. You must do that yourself manually.

Place: 1st   Time: 16.88
#1 Boys 10 & Under 25 SC Meter Butterfly
Witol, Dennis 10
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 2nd   Time: 19.59
#1 Boys 10 & Under 25 SC Meter Butterfly
Cranford, Tommy 9
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 3rd   Time: 19.94
#1 Boys 10 & Under 25 SC Meter Butterfly
Wesley, Nicholas 10
Strathmore - 6/17/2006
SBP@BBT

Place: 4th   Time: 20.01
#1 Boys 10 & Under 25 SC Meter Butterfly
Machlin, Jared 9
Strathmore - 6/17/2006
SBP@BBT

Place: 5th   Time: 20.02
#1 Boys 10 & Under 25 SC Meter Butterfly
Alter, John 10
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 6th   Time: 21.72
#1 Boys 10 & Under 25 SC Meter Butterfly
Kulp, Greg 10
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 1st   Time: 18.84
#2 Girls 10 & Under 25 SC Meter Butterfly
Miller, Lilan 10
Strathmore - 6/17/2006
SBP@BBT

Place: 2nd   Time: 19.84
#2 Girls 10 & Under 25 SC Meter Butterfly
Hill, Ashleigh 10
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 2nd   Time: 19.84
#2 Girls 10 & Under 25 SC Meter Butterfly
Long, Kelly 9
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 4th   Time: 22.35
#2 Girls 10 & Under 25 SC Meter Butterfly
Witol, Barbara 10
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 5th   Time: 23.11
#2 Girls 10 & Under 25 SC Meter Butterfly
Green, Emma 9
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 6th   Time: 26.94
#2 Girls 10 & Under 25 SC Meter Butterfly
Allen, Hanley 9
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 1st   Time: 34.35
#3 Boys 11-12 50 SC Meter Butterfly
Williams, Thomas 12
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 2nd   Time: 35.98
#3 Boys 11-12 50 SC Meter Butterfly
Wesley, Andrew 12
Strathmore - 6/17/2006
SBP@BBT

Place: 3rd   Time: 39.67
#3 Boys 11-12 50 SC Meter Butterfly
Williams, Bryan 12
Belair Bath & Tennis - 6/17/2006
SBP@BBT

Place: 4th   Time: 1:11.00
#3 Boys 11-12 50 SC Meter Butterfly
Ware, Cameron 11

Place: 1st   Time: 37.35
#4 Girls 11-12 50 SC Meter Butterfly
Schult, Nicki 12

Place: 2nd   Time: 46.33
#4 Girls 11-12 50 SC Meter Butterfly
Kessler, Grace 12

	Evt #	Rnd	Status	Event Name	Heats	Printed	▲
☐	1	F	Scored	Boys 10 & Under 25 SC Meter Butterfly	2	☑	
☐	2	F	Scored	Girls 10 & Under 25 SC Meter Butterfly	2	☑	
☐	3	F	Scored	Boys 11-12 50 SC Meter Butterfly	1	☑	
☐	4	F	Scored	Girls 11-12 50 SC Meter Butterfly	1	☑	
☐	5	F	Scored	Boys 13-14 50 SC Meter Butterfly	1	☑	
☐	6	F	Scored	Girls 13-14 50 SC Meter Butterfly	2	☐	
☐	7	F	Scored	Boys 15-18 50 SC Meter Butterfly	2	☐	
☐	8	F	Scored	Girls 15-18 50 SC Meter Butterfly	2	☐	
☐	9	F	Scored	Boys 8 & Under 25 SC Meter Freestyle	3	☐	

Close the Award Labels box when you are finished printing the labels.

3.5   Other Data Entry Tasks

This section will describe how to handle Disqualifications and Judges Decisions. I will also add a time-saving trick for entering data from Lane Timer sheets.

3.5.1   Disqualifications

Entering Disqualifications is very simple. In the Run Window, check the "DQ" box next to the swimmers time.

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	HPL	PL
1						☐	☐			
2	Allen, Hanley	9	Belair Bath and Tennis	26.94	26.81	☐	☐		2	2
3	Green, Emma	9	Belair Bath and Tennis	23.11	24.44	☑	☐			
4	Kolb, Caitlin	10	Belair Swim and Racquet	25.94	25.34	☐	☐		1	1
5						☐	☐			
6						☐	☐			

Heat 1 of 2 == Finals == Event 2 Girls 10 and Under 25 SC Meter Butterfl

DQ Box

When you Score the event, the Results Report will show the DQ. Also notice that this report shows the combined team scores through that event. And, notice that Meet Manager has correctly scored the event using the PMSL rule of only two swimmers from each team scoring points.

Princemont Swim League - 1   Hy-Tek's MEET MANAGER 5:06 PM 5/8/2007 Page 1

BSR @ BBT - 6/23/2007

Results

Event 2 Girls 10 & Under 25 SC Meter Butterfly

League Rec:	15.76	#	1995	Kathyrn Gold	NCR
BBT Pool:	16.18	$	2001	Lindsey Magaw	BSR
BBT Team:	17.14	@	1987	K. Hugunin	BBT
BSR Team:	16.18	&	2001	Lindsay Magaw	

	Name	Age	Team	Seed Time	Finals Time	Points
1	Enoch, Geordie	10	Belair Swim and Racquet	16.66	17.53	5
2	Hill, Ashleigh	10	Belair Bath and Tennis	19.84	20.71	3
3	Long, Kelly	9	Belair Bath and Tennis	19.84	20.95	2
4	Witol, Barbara	10	Belair Bath and Tennis	21.75	23.47	
5	Gehring, Melissa	9	Belair Swim and Racquet	22.79	23.99	1
6	Kolb, Caitlin	10	Belair Swim and Racquet	25.94	25.34	
7	Allen, Hanley	9	Belair Bath and Tennis	26.94	26.81	
8	Wenzel, Mary	9	Belair Swim and Racquet	23.53	27.06	
---	Green, Emma	9	Belair Bath and Tennis	23.11	DQ	

Combined Team Scores - Through Event 2

1. Belair Bath and Tennis	13	2. Belair Swim and Racquet	9

3.5.2   Judges Decisions

Entering Judges Decisions in Meet Manager is also very easy. A Judges Decision occurs when the order of finish decided by the two Place Judges does not agree with the order of finish based on the stopwatch times. In the case of a Judge's Decision, you must manually adjust the order of finish.

After the Event Status is "Done", click the "JD" button to get the Judges Decision box.
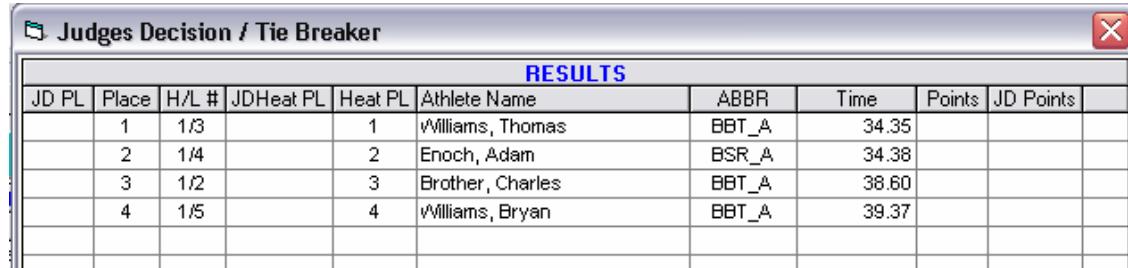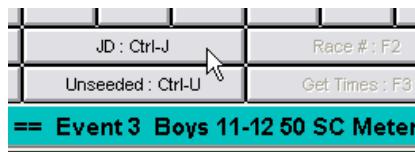
Click on the "JD Place" column for the swimmer who's place you need to change. Enter the new place. Do the same for the other swimmer involved in the JD. You do not have to modify the places for those swimmers unaffected by the Judges Decision. The figure below shows first and second place reversed by the Judges Decision.
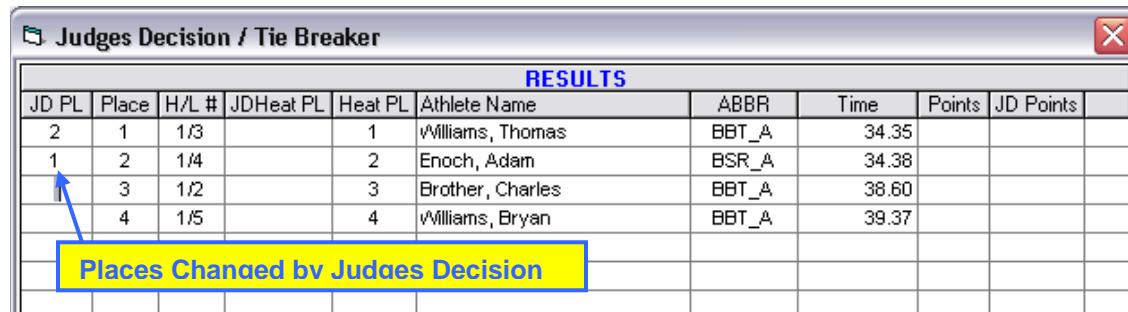
When you are finished, click "OK" at the bottom of the Judges Decision box.

When you score that event, the Results Report will show the Judges Decision (see next page). Note that those swims affected by the Judges Decision are indicated with a "J" next to the swimmers' times.

```
Princemont Swim League - 1                                    Hy-Tek's MEET MANAGER 5:40 PM 5/8/2007 Page 1
                                         BSR @ BBT - 6/23/2007
                                              Results
Event 3  Boys 11-12 50 SC Meter Butterfly
     League Rec:     31.37  #  1993      Delonte Stephens              TPDC
     BBT Pool:       31.78  $  1982      Mark Henderson                FW
     BBT Team:       33.28  @  1986      P.l Gannett                   BBT
     BSR Team:       33.35  &  7/11/2006 Adam Enoch                    BSR
     Name                       Age Team                  Seed Time    Finals Time       Points
  1  Enoch, Adam                 12 Belair Swim and Racquet    35.09       J34.38           5
  2  Williams, Thomas            12 Belair Bath and Tennis     34.32       J34.35           3
  3  Brother, Charles            12 Belair Bath and Tennis     38.08       38.60            2
  4  Williams, Bryan             12 Belair Bath and Tennis     38.69       39.37

                           Combined Team Scores - Through Event 3

  1. Belair Bath and Tennis              18      2. Belair Swim and Racquet           14
```

Note that you can always return to a previously completed event to record a Judges Decision, a Disqualification or to change an incorrectly-entered time. If you make a change to an event, yo need to click "Score" again to re-score the event. You should also re-print the results.

3.5.3   Reseeds

Because the meets are pre-seeded, and because you already took care of all the pre-meet scratches (Section 3.1.1), there will be very few instances where you will need to move a swimmer to another heat and/or lane.

1. The swimmer may have swum in the wrong heat/lane, in which case you should move them to where they swam.
2. Due to no-shows, a swimmer may have been moved to consolidate two heats into one.

Fortunately, it is very easy to move the swimmers around.

Before you begin entering times for a heat, look over the Lane Timer sheets. If you see a name crossed out and a new name written in their place, or if you see a name in a previously empty lane, you will need to make the adjustment before you begin entering times. In cases where the Clerk-Of-Course has consolidated heats, the Reseed Form (shown) below will be stapled to the back of the Lane Timer Sheet.

⌛

PMSL Reseed Form

Event # ___25___ Swimmer ____Matthew Swensen_____

FROM: Heat # ___1_____   Lane # ___4_____

TO: Heat # ___2_____   Lane # ___6_____

From the Run Screen, with the Event selected, click "Adjust".
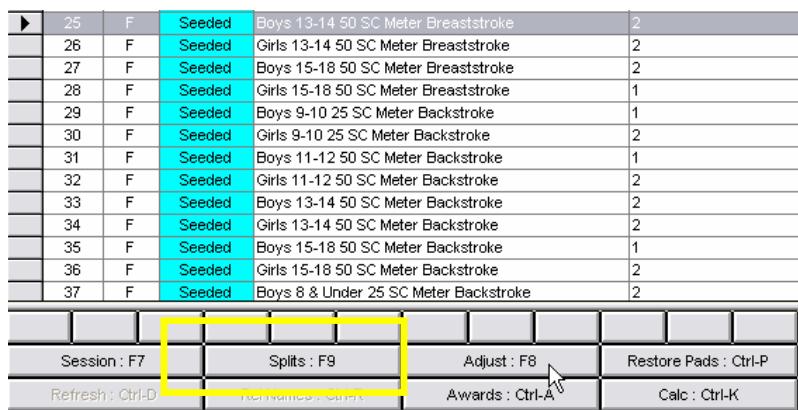
This example is where an event had seven swimmers seeded in the event, but only six showed up. The Clerk-of-Course moved the lone remaining swimmer from the first heat to the second heat.
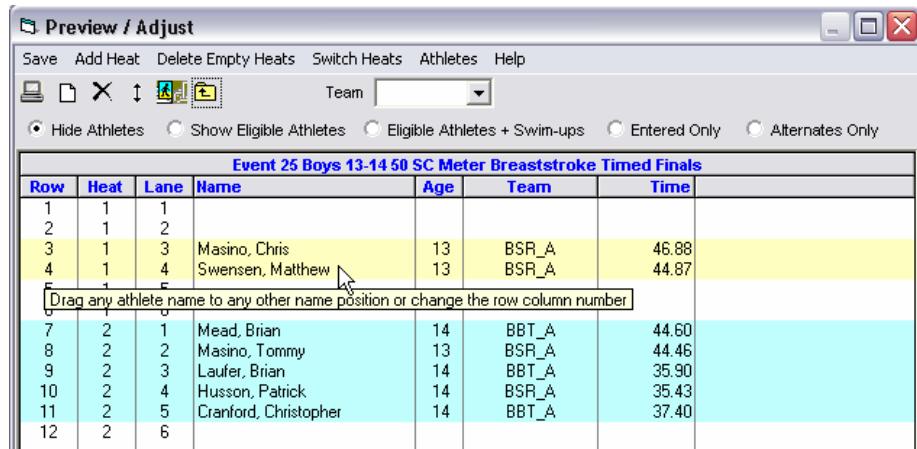
In the Preview/Adjust window, drag the swimmer from their current heat/lane to the new heat/lane (as shown below).

Select "Save" to exit the Preview/Adjust window.

3.5.4   Entering Data by Lane instead of by Heat

Previously, the only way to enter times in the Meet Manager Run Window was by Heat. The currently-selected heat number is shown in red (see below).

MM 2.0 also gives you the option of entering data by lane. To select this option, check the "Enter results by lane" box at the top of the Run Window.

The bottom portion of the window will now show the swimmer by lane and not heat. The currently-selected lane is shown in red (see below).

Since the times come to you by lane (Lane Timer Sheets), it is easier for most people to do the data entry in that manner.

Meet Manager gives you the option of doing the data entry by either Heat or Lane. So, you are free to select whichever method works best for you.

3.6   Printing the Current Score

If you set up the scoring correctly as describes in Section 2.X, the team score after the last scored event will be displayed on the Run Window (as shown below).

If you have to go back and rescore an event, the score will change to reflect only events up through the event you rescored. If this happens, and you want to restore the current score, simply rescore the highest number event completed.

If you want to generate a printout of the score, select
Reports->Scores from either the Main Screen or the Run Window.
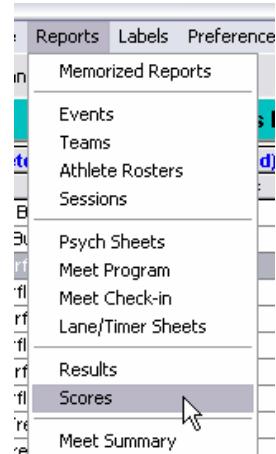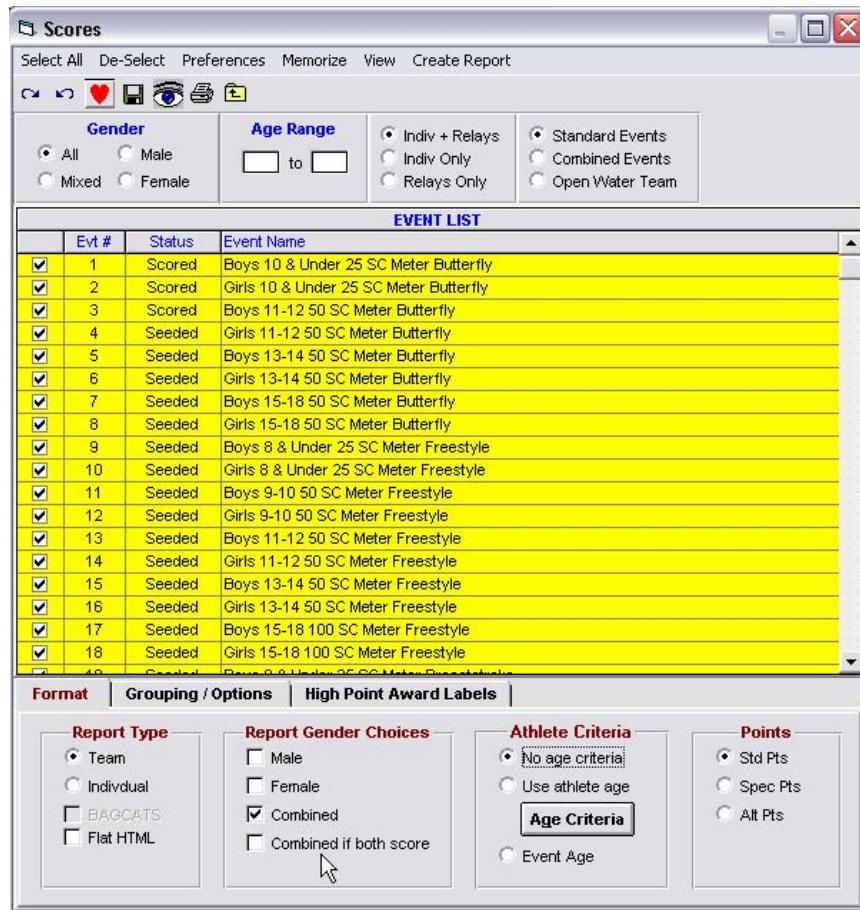
Make sure you select
"Team" as the Report Type,
"Combined" as the Gender
Choice, and "No age
criteria" as the Age criteria.

Select "Select All" which
will work even if some of
the events are not yet done.
Then select "Create
Report".

3.7   Relays

In the operation of the meet, the relay events are handled a little bit differently. Recall that when you printed out Lane Timer sheets, you did not print them for the relay events.

3.7.1   Relay Entry Slips

As before, the coaches need to submit the relay names. Instead of the cards, we can now use Relay Entry slips. You can download the slips from the PMSL web site and print out copies. The blanks (shown below) should be given to the Team Reps to give to the coaches some time before the break.

```
                           2007 PMSL Dual Meet

     Event: _____  Rank: _____  Heat: _____  Lane: _____

     Team: _____  Seed Time:_____


     1)  _____
     2)  _____
     3)  _____
     4)  _____

     T1 ___:___.___   T2 ___:___.___   T3 ___:___.___   Official Time  ___:___.___
```

If you have the Entry/Deck Card/Labels option for your copy of Meet Manager, you can print out slips that already have the event, team, heat and lane already filled-in.

Whichever way you do it, the coaches are required to fill in the four names. The swimmers then take the slip to the timers, who will record the times on that slip.

What you receive back from the Head Judge is those slips, and not Lane Timer sheets.

3.7.2   Relay Names

Entering times for the relay events and scoring those events is just like any other event. The only difference is that you must enter the relay swimmers' names.

To enter the relay swimmers' names, click the "Relay Names" button in the Run Window.
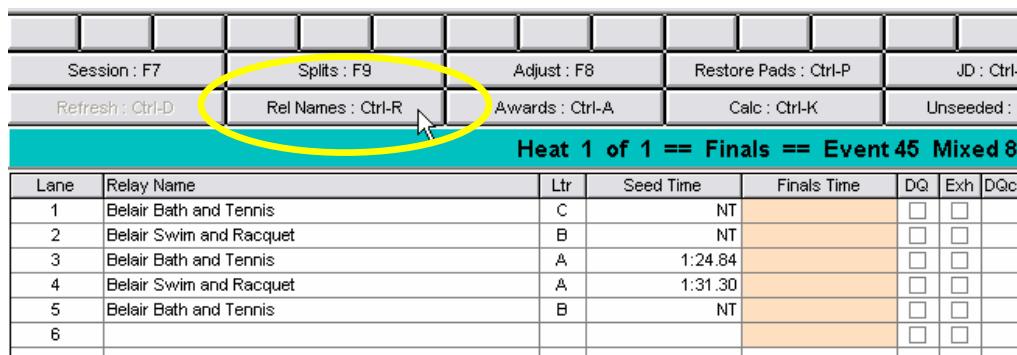
Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded :

Heat 1 of 1 == Finals == Event 45 Mixed 8

Lane	Relay Name	Ltr	Seed Time	Finals Time	DQ	Exh	DQc
1	Belair Bath and Tennis	C	NT		☐	☐	
2	Belair Swim and Racquet	B	NT		☐	☐	
3	Belair Bath and Tennis	A	1:24.84		☐	☐	
4	Belair Swim and Racquet	A	1:31.30		☐	☐	
5	Belair Bath and Tennis	B	NT		☐	☐	
6					☐	☐	

The Relay Names box shows the teams in that event. When each team is selected, those swimmers from that team eligible to swim that event (by age and gender) will be shown on the left.

Double-click on a name to move it from the Athlete list to the Relay Order. Or drag the name from the list.

You can drag names on the relay order list to change the order.

You can double-click a name on the Relay Order list to remove it.

NOTE: Be careful when selecting names that you select the correct sibling.

Close the Relay Names box when you have all the names entered.

Relay Names

☐ Show Swim-ups

Heat 1 of 1 == Finals == Event 45 Mixed 8 and Under 100 SC Meter Freestyle Relay

Eligibile Athletes

Age		Name
W7		Allen, Addie
M8		Alter, Joseph
W8		Anderson, Maggie
W7		Baden, Ruby
W7		Bennett, Kami
W8	C	Blazer, Jessica
W6		Blazer, Jordan
W6		Brow, Lindsay
W6		Burgess, Calei
W8		Butler, Sara
W7		Delgado, Arianna
W8		Dominiski, Madelyn
M6	C	Eberhard, Brendan
M8		Eberhard, Jack
W7		Fedor, Julianna
M5		Gannett, Jude
W5		Hartig, Mary Kate
W7		Hefeli, Jenna
W8		Hill, Alyssa
W7	A	Hill, Erica
W8	C	Joy, Katie
M8		Kelley, Camden
W8		Magee, Cali
M5		Magee, Ryan
M7	A	Mangen, Zachary
M6		Mead, Aidan
W8		Miller, Sophia
W8		Reilly, Shannon
M8	C	Ruyter, Thomas
W8		Ryan, Meaghan
M7		Seay, Connor
W8		Sizer, Mikalla
M7		Spirlet, Tommy
M8		Swisher, Austin
M6		Swisher, Braeden
M7		Toth, Katie
M7		Vare, Collin
W6		Wallen, Abby
M8		Williams, Chad
W6		Windsor, Sydney
W8		Wright, Amber

Relay Order

Pos	Age	Finals
1	W7	Hill, Erica
2	M7	Mangen, Zachary
3		
4		
5		
6		
7		
8		

Relay Teams

Lane	Relay Name	Ltr
1	Belair Bath and Tennis	C
2	Belair Swim and Racquet	B
3	Belair Bath and Tennis	A
4	Belair Swim and Racquet	A
5	Belair Bath and Tennis	B
6		

The Meet Manager program CANNOT automatically verify that the relay swimmers conform to PMSL rules. That is, it can't check that the mixed 8&U relay teams contain two boys and two girls (with the one exception allowed). It also can't automatically check that the graduated relays contain one swimmer from each of the four age groups. As before, these checks must be done manually.

When you score the relay event, the names will be shown on the printout (if you have your report preferences set correctly).

Princemont Swim League - 1   Hy-Tek's MEET MANAGER 8:21 PM 5/8/2007 Page 1

SBP@BBT - 6/17/2006
Belair Bath & Tennis
Bowie, Maryland
Results

Event 45 Mixed 8 & Under 100 SC Meter Freestyle Relay

League Rec:	1:12.18 # 2001	Takoma Park DC	
BBT Pool:	1:15.69 @ 1990	Danny Shea, Nicole Brannock, Amy Campion, Tim Gallagher	
BBT Team:	1:13.26 & 1990	BBT	

| Team	Relay	Seed Time	Finals Time	Points
1 Strathmore	A	NT	1:29.52	7
1) Hill, Morgan W7	2) Ruppert, Connor M8	3) Wesley, Rebecca W7	4) Miller, Winston M8	
2 Belair Bath & Tennis	A	1:17.49	1:32.48	5
1) Alter, Joseph M8	2) Hill, Erica W7	3) Reilly, Shannon W8	4) Williams, Chad M8	
3 Belair Bath & Tennis	B	NT	1:57.93	4
1) Gannett, Jude M5	2) Magee, Cali W8	3) Allen, Addie W7	4) Kelley, Camden M8	
4 Belair Bath & Tennis	C	NT	2:08.23	
1) Mead, Aidan M6	2) Anderson, Maggie W8	3) Ryan, Meaghan W8	4) Dominiski, Madelyn W8	
5 Strathmore	B	NT	2:19.33	3
1) Davis, Kaitlyn W6	2) Hoye, Caelin M7	3) Geary, Kayla W8	4) Miller, Emerson M6	
6 Strathmore	C	NT	2:26.71	
1) Davis, Lauren W6	2) Lewis, John M7	3) Staggs, Sarah W6	4) Spencer, Bayani M8	

Combined Team Scores - Through Event 45

1. Belair Bath & Tennis	272	2. Strathmore	230

3.8   Triple Winners Report

Although it is not an official part of PMSL meets, it has become the custom to announce the names of those swimmers who win their three individual events. Meet Manager can (indirectly) provide that list.

Meet Manager does not have a report that will count the number of events a swimmer has won. But, using the Scores report, you can quickly determine the triple winners.

From the Main Screen, select Reports->Scores.
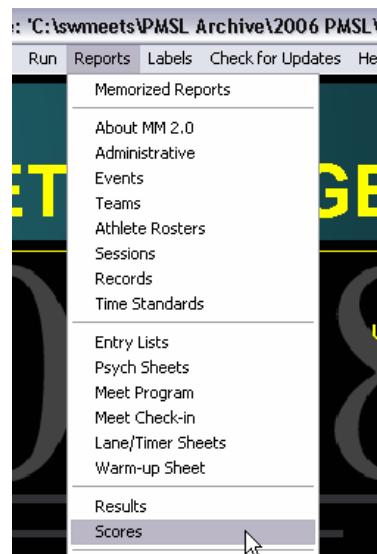
Click on the "Format" tab. Under "Report Type" select "Individual". Under "Report Gender Choices" check "Male" and "Female", but not "Combined". Under "Athlete Criteria" select "No Age Criteria".
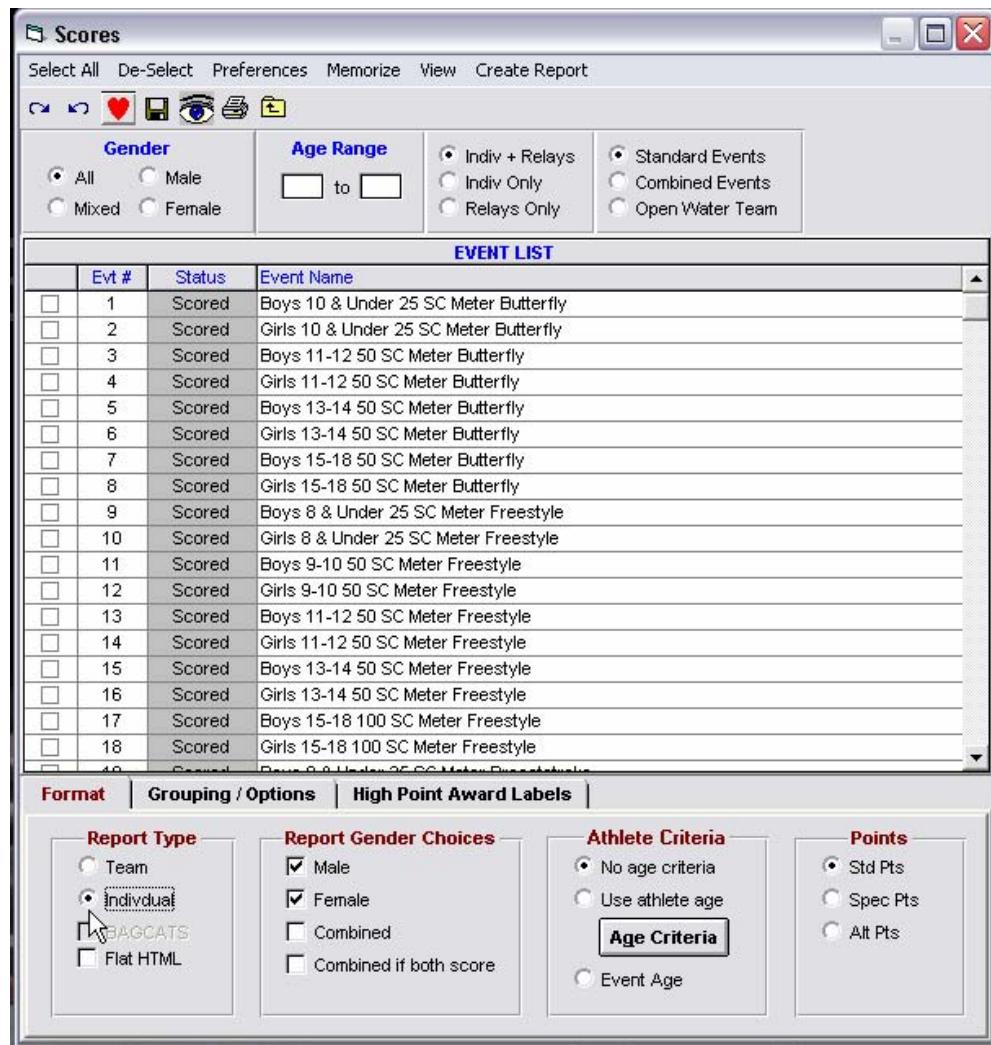
Click on the "Grouping/Options" tab. In the "List Top How Many" box, enter "6".

Click "Select All" to select all the events. Note all individual events (Event #s 1-44) must have a status of "Scored" before you run this report.

Click "Create Report". The report will show the top six boy and girl scores from the meet. Since first place is 5 points, any swimmer that has scored 15 points is a triple winner. The printout below shows three girl triple winners and three boy triple winners.

Licensed To: Potomac Valley Swimming - A   Hy-Tek's MEET MANAGER 5:24 PM 5/14/2007 Page 1

SBP@BBT - 6/17/2006
Belair Bath & Tennis
Bowie, Maryland
Individual Rankings - Through Event 47

Girls - Individual Scores

Place	Name	Age	Team	Points
1	Hill, Morgan	7	SBP_A	15
1	Morse, Emily	14	BBT_A	15
1	McGehee, Laura	12	SBP_A	15
4	Bechtol, Erica	17	SBP_A	13
4	Ladas, Joanna	13	SBP_A	13
4	Schult, Nicki	12	BBT_A	13

Boys - Individual Scores

Place	Name	Age	Team	Points
1	Williams, Thomas	12	BBT_A	15
1	Miller, Winston	8	SBP_A	15
1	Gannett, Paul	17	BBT_A	15
4	Rigby, Steven	10	BBT_A	13
4	Witol, Dennis	10	BBT_A	13
6	Cranford, Christopher	14	BBT_A	12
6	Gannett, Mark	13	BBT_A	12

Highlight the triple winners and give this report to the announcer. You will make them so happy!

Section 4 – After the Meet

This section describes what you do after the meet.

4.1   Backing Up the Database

After you are sure you've done all the results, you've printed all the ribbon labels, and you've printed the final score for the announcer, the first thing you'll want to do is make a backup of the database. Some coaches may want to take a copy of the backup with them. That is allowed.

Like most functions in Meet Manager, backing up the database is easy. From the Main Screen, select File->Backup.

Select the drive and directory where you want to save the backup file.
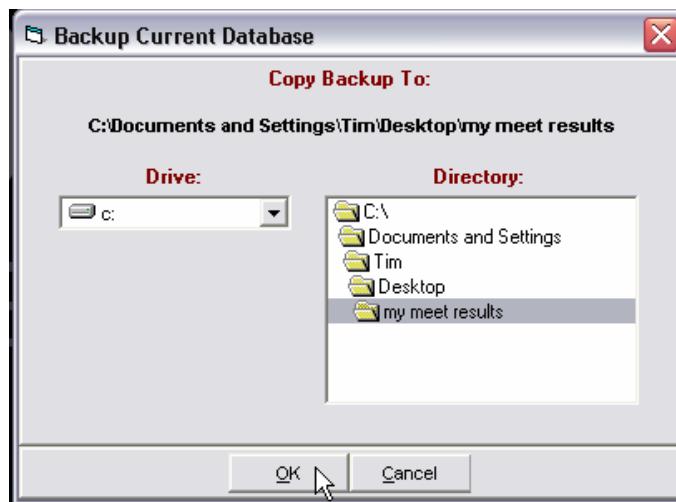

Click "OK".

If you want to add a message to the backup file (e.g., for identification among different backups of the same meet), check the "Include a message" box.

**DO NOT check the "Lock Database Backup as Read-Only…." box.**

Click "OK".
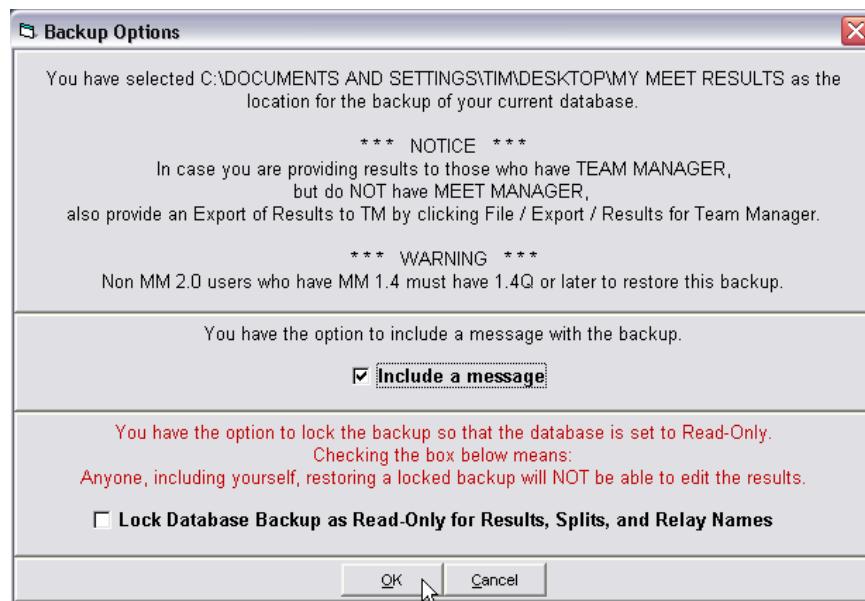
If you selected that you wanted to include a message, this next box is where you enter that message.

Then click "OK"

If the backup is successful, the confirmation box will tell you the file name for the backup and the drive and directory where it saved that file.

Click "OK".

4.2 Generating Results for Team Manager

The backup file you just created can only be opened in Meet Manager. To get a Results file that can be imported back into Team Manager, you need to do a Results Export.

If you are one of the non-standard pools mentioned in Section 2.X (that is, if you had to enter a conversion factor in Set-up->Entry/Scoring Preferences/Results), now is the time to go back there and check the box, "Apply the non-conforming factor" as shown below.
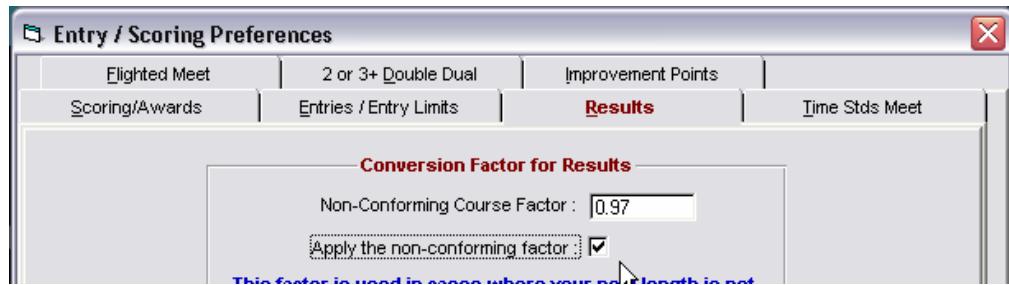
If you are swimming at one of the standard 25M or 25Y pools, or you are swimming at Indian Head or Adelphi, you don't need to do that step.

Since the IH and AR pools require multiple conversion factors for different events, Meet Manager can't handle that with its single conversion. The conversion is done by the PMSL Technology Chairman.

After applying the conversion factor, if necessary, from the Main Screen, select File->Export->Results for Team Manager or Swims.
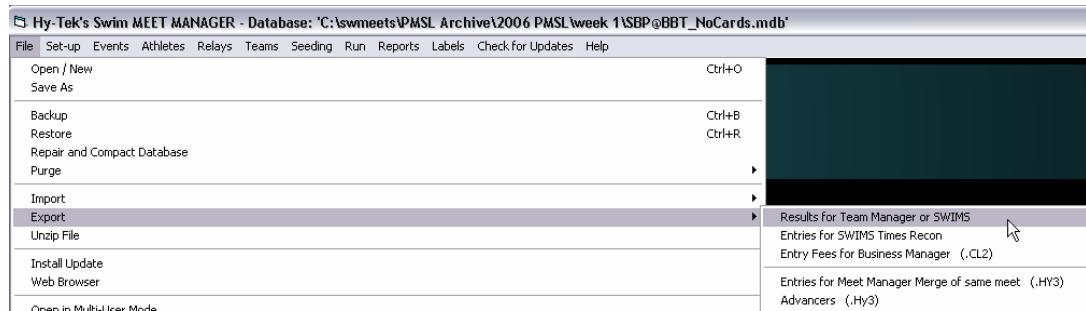

In the Export Results dialog box, keep the default settings, as shown.

Click "OK".

Next you will see the progress of the export.

After the export is completed, you will see the statistics on how many swims were exported.

Click "OK".
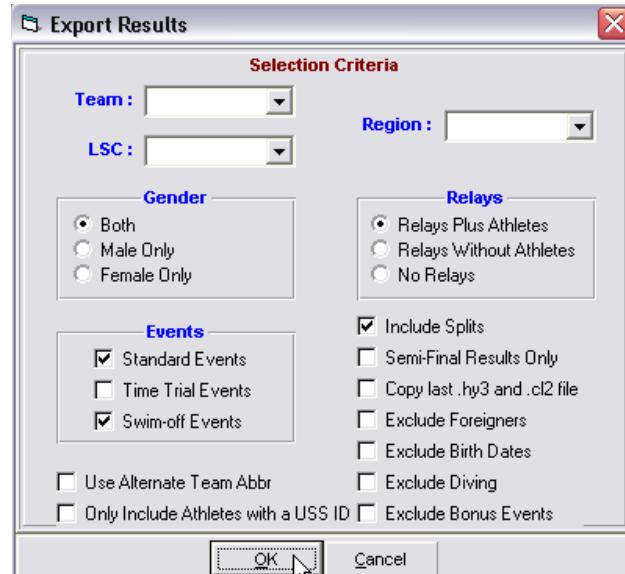
Next, you need to select the drive and directory where Meet Manager will save the file.

Click "OK".
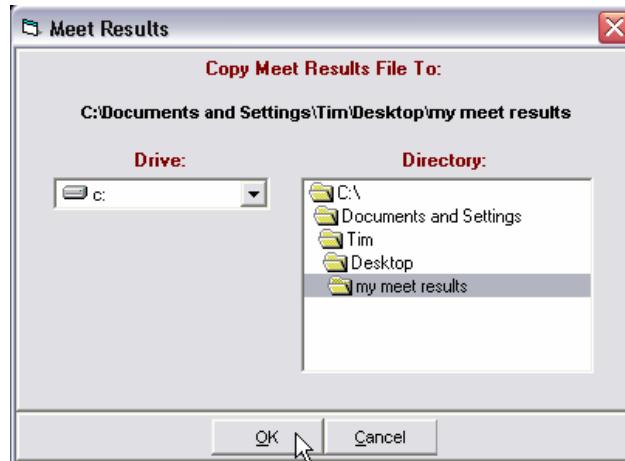
After the export is completed, you will get a confirmation message showing the drive, directory and file name of the exported results.

Hy-Tek's MEET MANAGER

Meet Results Zipped successfully !

Meet Results-SBP@BBT-17Jun2006-001.zip was copied to
C:\Documents and Settings\Tim\Desktop\my meet results\

OK

4.3   Where to Send the Files

You've created two files using the procedures above:

(1) A Meet Manager backup

(2) A Results File (for importing into Team Manager)

Send the **Meet Manager Backup file** to:

(1) The Technology Chair/Webmaster at results@princemont.org.
    This is used to generate the results for the PMSL web site.

(2) Your Division Data Manager

Send the **Results file** (except for IH and AR) to:

(1) All the other Team Data Managers in your Division

NOTE: This is slightly different procedure than was used in 2005 and 2006.